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ABSTRACT

This guide is intended to provide resources for teachers of disadvantaged persons in the health careers field. Entries in the guide are the result of a year-long nationwide search for services and materials prepared especially for disadvantaged students. Instructional resources are listed in the following areas: basic mathematics and reading skills, career education, health occupations, language/communication skills, life skills/consumer education, limited-English proficiency, miscellaneous subject areas, professional resources and study skills. All of the information available for each resource is located on a single page. Each page includes the title, author, and source of the material, as well as the copyright date, order number, and price. Additionally, the guide lists the intended use of the material, the format, types of illustrations, features for disadvantaged students, and readability level. Also included are a description of the resource, comments, and a special note to indicate the availability of the resource through the Vocational and Occupational Information Center for Educators (VOICE). Publishers' addresses are listed in an appendix to the guide. (KC)

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Sacramento, 1983

Resources in Health Careers Programs for Teachers of Disadvantaged Students

Prepared by
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Under the direction of the
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Vocational and Continuing Education Division
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1983

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A list of approximately 500 publications available from the California State Department of Education, *Selected Publications*, may be obtained by writing to Publications Sales at the above address.

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- BASIC READING/MATH/LANGUAGE/STUDY SKILLS, if the resource is designed primarily to teach students prerequisite skills in order for them to succeed in a vocational course (Many of these resources are designed to teach reading/math/language within a vocational context.)
- CAREER EDUCATION, if the resource is designed to provide information on choosing a career in the health field or entering the work world
- HEALTH OCCUPATIONS, if the resource is designed primarily to teach students subject matter in a health occupations class
- LIFE SKILLS/CONSUMER EDUCATION, if the resource is designed to teach basic living skills (how to read a newspaper, apply for a job, get along with people) or consumer skills (budgeting your money, buying wisely, caring for your clothes)
- LIMITED-ENGLISH PROFICIENCY, if the resource is designed for those with a language barrier
- MISCELLANEOUS SUBJECT AREAS, including forms for ordering materials or services listed in other sections of the guide
- PROFESSIONAL RESOURCES, if the resource is designed for teachers, such as sources of guest speakers, or how to determine the readability of a text
- An asterisk placed beside the title indicates that a review copy of the material is available through VOICE, the Vocational and Occupational Information Center for Educators, State Department of Education, 721 Capitol Mall, Sacramento, CA 95814.

Introduction

This resource guide is a response to the frequent requests of health careers instructors to make resources for disadvantaged persons available in a concise format. Entries in this guide are the result of a year-long nationwide search for services and materials prepared especially for disadvantaged students.

The guide was developed to be of maximum use to teachers. All of the information available for each resource is located on a single page to eliminate the incovenience of flipping back and forth to find the publisher's address or an explanation of codes and abbreviations. Each page includes the title, author, and source of the material, as well as the copyright date, order number, and price. Although the prices listed are as up-to-date as possible, we anticipate that they will be higher by the time this guide is distributed.

Additionally, the guide lists the intended use of the material, the format, types of illustrations, features for disadvantaged students, and readability level. Also included are a description of the resource, comments, and a special note to indicate the availability of the resource through VOICE, Vocational and Occupational Information Center for Educators.

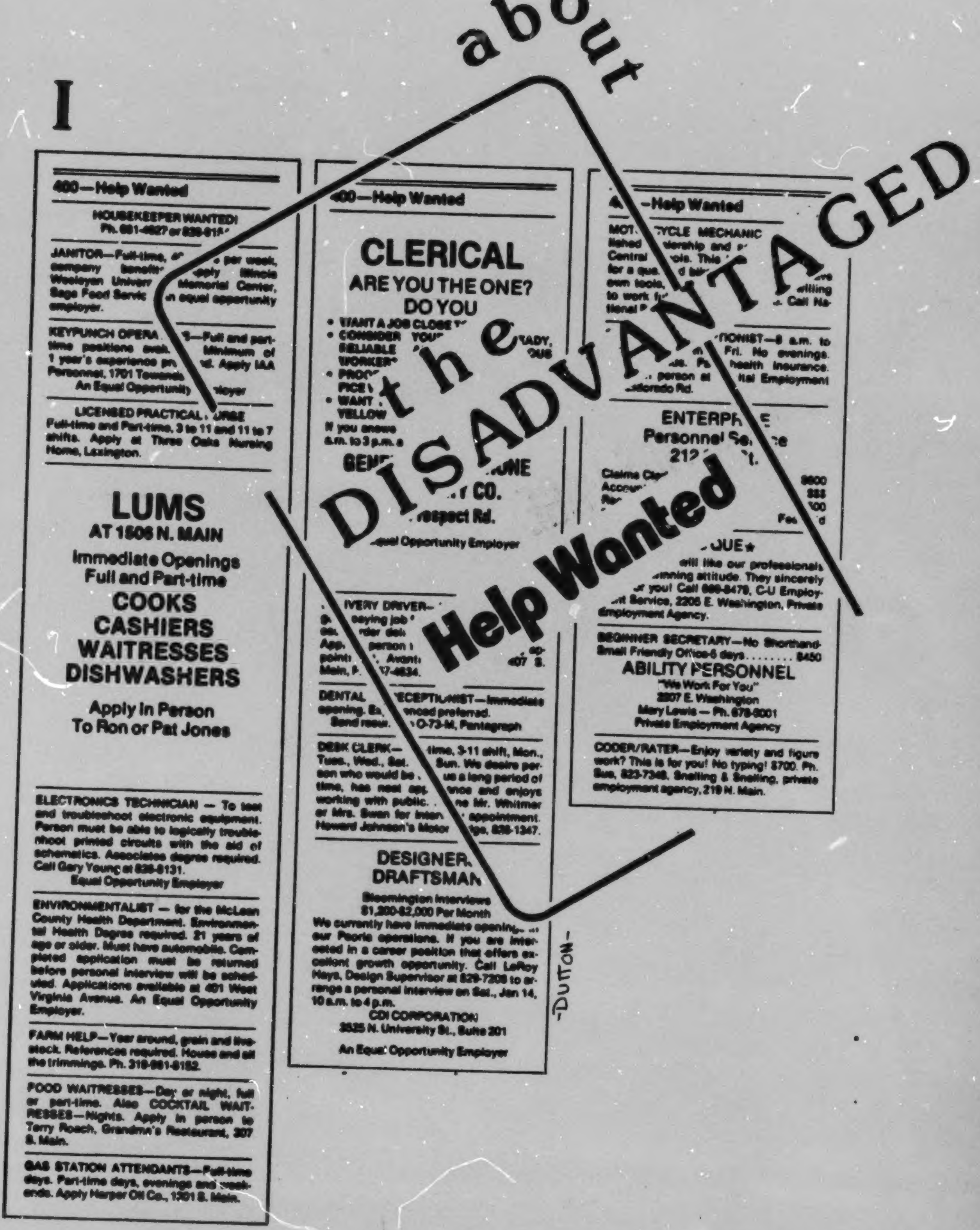
A special thanks is given to the Maryland State Department of Education for permission to adapt and revise features of the publication, Vocational Curriculum Resources for Disadvantaged Students. Acknowledgments for the artwork go to the Maine Department of Educational and Cultural Services for the booklet, I Can; to John Garcia; and to Eina Dutton. Thanks also to the many publishers who donated copies of their materials for our review.

EXPLANATION OF THE REVIEW FORMAT

The format of this guide consists of several different areas which provide the user with a detailed description of a resource's components and desirability.

The following areas are included:

- TITLE BLOCK lists the title, author, source, copyright date, order number(s), price(s), and subject area.
- INTENDED USE specifies the primary user of the resource (student, teacher, or administrator) and the educational level (secondary, post-secondary, or adult education).
- FEATURES FOR DISADVANTAGED STUDENTS addresses specific characteristics which have been identified as beneficial to the vocational education of the disadvantaged student.
- READABILITY indicates the reading level of the material (determined by the Fry formula, unless otherwise indicated).
- MATERIAL FORMAT/ILLUSTRATIONS lists the method of binding and number of pages in a printed instructional resource; copy format; and type of visuals, such as cartoon, photographs, color, or black and white (B/W).
- DESCRIPTION is a succinct, objective statement regarding the resource's content and design, frequently including chapter headings.
- COMMENTS provides the user with a subjective evaluation of the resource and points out stereotypes or biases in the material.
- AN ASTERISK following the title and the comment "Available through VOICE" indicates that a review copy of the material has been placed in the Vocational and Occupational Information Center for Educators, located at the State Department of Education, 721 Capitol Mall, Sacramento, CA 95814. An order form is included in the Miscellaneous Subject Areas section. Materials are loaned free for a period of three weeks.



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CASHIERS
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DISHWASHERS
Apply In Person
To Ron or Pat Jones

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Equal Opportunity Employer

ENVIRONMENTALIST — for the McLean County Health Department. Environmental Health Degree required. 21 years of age or older. Must have automobile. Completed application must be returned before personal interview will be scheduled. Applications available at 401 West Virginia Avenue. An Equal Opportunity Employer.

FARM HELP—Year around, grain and livestock. References required. House and all the trimmings. Ph. 319-861-8152.

FOOD WAITRESSES—Day or night, full or part-time. Also COCKTAIL WAITRESSES—Nights. Apply in person to Terry Roach, Grandma's Restaurant, 307 S. Main.

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400—Help Wanted

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BEST COPY AVAILABLE

Who Is the Disadvantaged Student and How Did He or She Get That Way?*

Disadvantaged students are in many ways the product of a culture of poverty. They often are members of minority groups who historically have been associated with economically deprived segments of society. Members of minority groups are frequently unemployed, or insecurely employed, because of prejudice, a language barrier, or because they are unskilled workers in an automated society. While these factors result in, or at least contribute to, the economic deprivation of many minority groups, there is no quality intrinsic in such a group or its members which leads to an educational problem.

In education, it is unwise to think in terms of minority groups. Such thinking encourages preconceived and unwarranted evaluations of potential, either high or low. Emphasis on groups dissipates the energy of the educator and obscures the objectives of education. Many children need extra educational attention because economic deprivation has affected their educational level, not because they are members of a minority group. The correlation is between socioeconomic levels and aducational problems. Sociology and education are as closely related as the pupil is to his or her background.

Since few teachers or volunteers who work with disadvantaged pupils in the public schools come from a severely deprived background, problems based on cross-cultural misunderstandings arise quite frequently. Both the professional and the volunteer will find their work more effective and more satisfying if they understand the patterns of the culture of poverty and how these patterns affect education. They will work with greater understanding if they know why children from such a background are at a disadvantage in school, where their deficiencies lie, and what their feelings are about school.

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*Adapted from an unpublished paper on the Conversational English Program, which was a project implemented by the New York City Board of Education in the early 1960s. Reprinted with permission.

The culture of poverty, like other cultures, can be described most clearly when its major characteristics are emphasized and presented in broad general terms. However, such a presentation tends to create a stereotype. It should be remembered, therefore, that the patterns of the culture of poverty do not apply to every disadvantaged child and that there are many individual variations among families.

Disadvantaged children have an extremely limited experiential background and a correspondingly barren store of general knowledge. Poverty has been their way of life, and both the children and their families focus their energies and thought on survival. Under these conditions, the family is not likely to expand its interests or seek new experiences. Although cities have many cultural attractions and entertainments which are free, the disorganization and depression of an impoverished life prevent an interest in new places or an enthusiasm for new ventures. Outings that are commonplace to the middle-class child are practically unknown to the deprived, and their activities are limited almost entirely to their own neighborhoods. The disadvantaged home is not child-centered in its orientation. This is in no way connected with the parents' love and concern for their children. In many cases the parents come from an equally disadvantaged home and are, therefore, unable to enlarge the children's general knowledge by providing real or vicarious experiences. The narrow horizons of these children are a major hindrance to their ability to learn in school. It is almost impossible to understand and remember new information unless it can be absorbed within the context of related knowledge.

Disadvantaged children have a very meager vocabulary in their native tongues, and its limitations are apparent in their comprehension as well as in their use of words. Vocabulary is learned most easily in relation to an experience (and disadvantaged children have an inadequate experiential background) or from listening to the conversations of others. Conversation is almost entirely functional in the homes of the economically deprived. The adults are continually harassed by major and minor crises, and most verbal exchanges are limited to the here and now or to specific needs and directions. The family makes very little use of language as an approach to a problem or as a method of explanation, and disadvantaged children are unaccustomed to the use of language as a descriptive medium or as an art. Conversation is rarely directed toward or intended to include the children in the family, since the adults are usually preoccupied with problems far beyond the comprehension of the young. Because there is such a lack of emphasis on speaking and listening, and so little interest in the joy of words, the disadvantaged children have great difficulty in learning to express themselves verbally. Frequently, they have trouble in understanding if their teacher says more than one or two simple sentences at a time. It is important to remember that the disadvantaged children's inability to verbalize and their poor vocabulary have nothing to do with their native intelligence. They simply have not had an opportunity to develop these skills. The orientation in their homes is not intellectual. There are few books, and magazines are almost unknown.

The disadvantaged family is immersed in the struggle to meet its immediate needs and is, therefore, absorbed in practical rather than theoretical considerations. The children of the disadvantaged family are confused by formal education because they are unaccustomed to conceptual or abstract thinking. They think in practical terms. They can relate paper to a stationery store because this is a concrete situation and serves a practical need. The fact that paper has its origins in the forests of Canada is an abstraction and without meaning for them, since it is not relevant to their experience in the stationery store. They are further confused by the concept because trees do not look like paper, and they lack the experiential background necessary to understand the details of the conversion. They have never seen a picture of a lumberjack; they have not seen logs floating down the river; and they are probably unaware that paper is manufactured in a mill. It is equally difficult for the disadvantaged children to understand history. Their lives are so tied to the present that they find it hard to imagine that there are other places in the world and that there have been other times. They may find it hard to follow the journey of Columbus because they don't know that Spain is a country and that India is also a country. The disadvantaged children may never have wondered whether the world is round or flat, and, therefore, Columbus' great discovery is meaningless to them. The disadvantaged children who study history on a higher level may understand unemployment quite readily, since they or their families may have met the problem. It is concrete. But the connection between unemployment and automation is a concept. The connection between automation and its precursor, the Industrial Revolution, is even more difficult for them to understand. Education, unless it is directed toward a practical application, remains an abstraction.

Time concepts and routines are very sketchy in the impoverished society. This problem, again, has its roots in the fight for survival. Money is in desperately short supply and, therefore, household marketing is done several times a day, as the need arises. Many of the adults in the household are employed on night shifts and work at odd hours. Sometimes youngsters cannot go to sleep until very late at night; at other times they must sleep early in the evening. Each day or night has a different routine. Meals are prepared and served at all hours. Privacy and quiet are almost unknown. There are usually many young children in the family. Since the mother has the care of so many little ones, she cannot devote herself to any one child, and each must of necessity be left to sleep, eat, and wander about without any semblance of a schedule.

Children raised in such a disorganized atmosphere are in very strange surroundings during the part of the day spent in a school, which is run on a firm schedule. They are disconcerted when a routine demands that they stop spelling lessons because it is time for arithmetic. They often lack the ability to drop one task and concentrate on another.

The disadvantaged children have a poor or unfocused self-image. They have grown up in an insecure, disorganized atmosphere. Fear and crises have been in their thoughts constantly, and in many instances their families have lost the two most precious human attributes, hope and self-respect. Their concept of themselves as individuals is often unformulated, and they have no clear path to follow and no firm goal in mind. The children of poverty lack privacy, personal possessions, expectations, and goals, as well as pride in themselves or their families' individuality. They may never have been singled out and appreciated as unique human beings.

The teacher of the disadvantaged child can be a motivating force of tremendous proportions. The teacher has an unlimited opportunity to nurture the child's identity as an individual. The teacher must be creative in his or her approach and concentrate on the pupil rather than the subject matter. He or she must evaluate the child's academic strengths and interests and build on them in order to establish an atmosphere of encouragement, pleasure in learning, and success. The teacher should bend his or her efforts toward increasing his or her pupils' general knowledge. He or she should remain alert to glimpses of spontaneous verbalization and the incorporation of concepts into the children's thinking, so that he or she can encourage these skills. At the same time he or she must refrain from losing the pupils in long and complicated explanations. Disadvantaged children are often uneasy in a direct relationship with an adult and too shy to interrupt the teacher even when they do not understand what is being said.

The teacher who understands disadvantaged children will be able to think along with them, identify with them, and reach them as students. He or she will then be able to anticipate and understand the thinking behind the children's questions. He or she will be able to awaken the pupils' interest by presenting challenges that can be met successfully.

The greatest single quality a teacher can bring to disadvantaged children is his or her personal respect for the children as human beings. The teacher should lose no opportunity to appreciate his or her pupils and to demonstrate sincere interest in them as individuals. While the teacher may have great understanding of the children's failures in school, it is wise to concentrate on their progress and emphasize pride in their achievements.

The intellectual and educational deficiencies of the children from a disadvantaged background only highlight the ways in which they are different from the middle-class children. They have the same emotions and potential for development. Like other children, they are anxious to please. They have many of the same problems as other children as well as the same needs. They need an interested adult to respect and understand them, to have confidence in them, and to show enthusiasm in working with them. When they are certain of the teacher's acceptance, they will form a very faithful attachment, often much stronger than the attachment formed by middle-class children.

The disadvantaged child is a tremendous challenge to the educator, and education is these children's major need.

CIPHER IN THE SNOW*

by

Jean E. Mizer

It started with tragedy on a biting cold February morning. I was driving behind the Milford Corners Bus as I did most snowy mornings on my way to school. It veered and stopped short at the hotel, which it had no business doing, and I was annoyed as I had to come to an unexpected stop. A boy lurched out of the bus, reeled, stumbled, and collapsed on the snowbank at the curb. The bus driver and I reached him at the same moment. His thin, hollow face was white, even against the snow.

"He's dead," the driver whispered.

It didn't register for a minute. I glanced quickly at the scared young faces staring down at us from the school bus. "A doctor! Quick! I'll phone from the hotel. . . ."

"No use. I tell you he's dead." The driver looked down at the boy's still form. "He never even said he felt bad," he muttered. "Just tapped me on the shoulder and said, real quiet, 'I'm sorry. I have to get off at the hotel.' That's all. Polite and apologizing like."

At school, the giggling, shuffling morning noise quieted as the news went down the halls. I passed a huddle of girls. "Who was it? Who dropped dead on the way to school?" I heard one of them half-whisper.

"Don't know his name; some kid from Milford Corners," was the reply.

It was like that in the faculty room and the principal's office. "I'd appreciate your going out to tell the parents," the principal told me. "They haven't a phone, and, anyway, somebody from school should go there in person. I'll cover your classes."

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*Jean E. Mizer, "Cipher in the Snow," NEA Journal, November, 1964, p. 8.

"Why me?" I asked. "Wouldn't it be better if you did it?"

"I didn't know the boy," the principal admitted levelly. "And in last year's sophomore personalities column I note that you were listed as his favorite teacher."

I drove through the snow and cold down the bad canyon road to the Evans' place and thought about the boy, Cliff Evans. "His favorite teacher!" I thought. "He hasn't spoken two words to me in two years." I could see him in my mind's eye, all right, sitting back there in the last seat in my afternoon literature class. He came in the room by himself and left by himself. "Cliff Evans," I muttered to myself, "a boy who never talked." I thought a minute. "A boy who never smiled. I never saw him smile once."

The big ranch kitchen was clean and warm. I blurted out my news somehow. Mrs. Evans reached blindly toward a chair. "He never said anything about bein' ailin'."

His step-father snorted. "He ain't said nothin' about anything since I moved in here."

Mrs. Evans pushed a pan to the back of the stove and began to untie her apron. "Now hold on," her husband snapped, "I got to have breakfast before I go to town. Nothin' we can do now anyway. If Cliff hadn't been so dumb, he'd have told us he didn't feel good."

After school I sat in the office and stared bleakly at the records spread out before me. I was to close the file and write the obituary for the school paper. The almost bare sheets mocked the effort. Cliff Evans, white, never legally adopted by step-father, five young half-brothers and sisters. These meager strands of information and the list of D grades were all the records had to offer.

Cliff Evans had silently come in the school door in the mornings and gone out the school door in the evenings, and that was all. He had never belonged to a club. He had never played on a team. He had never held an office. As far as I could tell, he had never done one happy, noisy kid thing. He had never been anybody at all.

How do you go about making a boy into a zero? The grade school records showed me. The first and second grade teachers' annotations read "sweet, shy child," "timid but eager." Then the third grade note had opened the attack. Some teacher had written in a good, firm hand, "Cliff won't talk. Uncooperative. Slow learner." The other academic sheep had followed with "dull," "slow-witted," "low I.Q." They became correct. The boy's I.Q. score in the ninth grade was listed at 83. But his I.Q. in the third grade had been 106. The score didn't go under 100 until the seventh grade. Even shy, timid, sweet children have resilience. It takes time to break them.

I stomped to the typewriter and wrote a savage report, pointing out what education had done to Cliff Evans. I slapped a copy on the principal's desk and another in the sad, dog-eared file. I banged the typewriter and slammed the file and crashed the door shut, but I didn't feel much better. A little boy kept walking after me, a little boy with a peaked, pale face; a skinny body in faded jeans; and big eyes that had looked and searched for a long time and then had become veiled.

I could guess how many times he'd been chosen last to play sides in a game, how many whispered child conversations had excluded him, how many times he hadn't been asked. I could see and hear the faces and voices that said over and over, "You're dumb. You're a nothing, Cliff Evans."

A child is a believing creature. Cliff undoubtedly believed them. Suddenly it seemed clear to me. When finally there was nothing left at all for Cliff Evans, he collapsed on a snowbank and went away. The doctor might list "heart failure" as the cause of death, but that wouldn't change my mind.

We couldn't find ten students in the school who had known Cliff well enough to attend the funeral as his friends. So the student body officers and a committee from the junior class went as a group to the church, being politely sad. I attended the services with them and sat through it with a lump of cold lead in my chest and a big resolve growing through me.

I've never forgotten Cliff Evans nor that resolve. He has been my challenge year after year, class after class. I look up and down the rows carefully each September at the unfamiliar faces. I look for veiled eyes or bodies scrounged into a seat in an alien world. "Look, kids," I say silently, "I may not do anything else for you this year, but not one of you is going to come out of here a nobody. I'll work or fight to the bitter end doing battle with society and the school board, but I won't have one of you coming out of here thinking himself into a zero."

Most of the time--not always, but most of the time--I've succeeded.

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How to Identify Disadvantaged Students

I. Who are disadvantaged students?

Disadvantaged students are those who have academic or economic handicaps and who require special services and assistance to enable them to succeed in vocational education programs.

II. What is an academic disadvantage?

An academic disadvantage means that a person is not succeeding in a regular vocational education program because of one or more of the following educational deficiencies:

A. Language (Speaking/Comprehension) Deficiency

Difficulty with verbal communication significantly reduces the individual's capacity to learn. Observable characteristics include:

1. Poor speech and/or limited formal English vocabulary
2. Inability to use formal language effectively in school
3. Serious language difficulty in any language

B. Reading and/or Writing Deficiency

Difficulty with reading and/or writing significantly reduces the individual's capacity to learn. Observable characteristics include:

1. Poor reading ability and limited formal vocabulary
2. Inability to write or communicate in writing

C. Computational Deficiency

Individuals who have a computational deficiency have an educational background which is not adequate to perform at the level required by the vocational education program. Observable characteristics include:

1. Serious difficulties in comprehending computational concepts
2. Insufficient computational skill to compete effectively with peers

D. General Educational Deficiency

General educational deficiencies are principally responsible for an individual's inability to succeed. Observable characteristics include:

1. Low achievement scores
2. Poor attendance records
3. School dropout
4. Potential school dropout
5. Unawareness of educational procedures and/or opportunities
6. Lack of parental support and guidance

III. What is a socioeconomic disadvantage?

A socioeconomic disadvantage means that a person, because of background or experience, has developed attitudes which severely limit ability to perform successfully in a vocational educational program.

A. Hostile or Defiant Attitude

Individuals exhibit excessive aggressive, antisocial or disruptive behavior. Observable characteristics include:

1. Higher incidence of involvement with the criminal justice system
2. Defiance of rules and regulations
3. Socially assertive and unconventional behavior
4. Disruptiveness in school
5. Persistence in trying to dominate the scene
6. Withdrawal from normal social interaction

B. Passive or Apathetic Attitude

Individuals exhibit unusual lack of participation in and response to learning opportunities. Observable characteristics include:

1. No interest in learning or in school work
2. Poor attendance record
3. Lack of personal motivation; indifference
4. Very poor or negative self-image
5. Overly sensitive to constructive criticism
6. Underachievement
7. Lack of experience with successful examples of own ethnic group
8. Poor relationship with others
9. Potential school dropout
10. Other identified disadvantages, such as ill health, poor nutrition, broken home, out-of-wedlock pregnancies, or family underemployment

IV. What is an economic disadvantage?

An economic disadvantage means that:

A. Family income is at or below national poverty level

B. Participant or parents/guardian of participant is unemployed.

C. Participant or parents/guardian of participant receives public assistance.

D. Participant is institutionalized or is under state guardianship.

Meeting the Needs of Disadvantaged Students

I. Identify the disadvantaged students in your classes:

   A. Utilize the services of guidance counselors, psychologists, social workers, and other staff members to help in the identification process.

   B. Use existing grades, cumulative records, attendance records, and personal observation.

II. Assess the needs of the disadvantaged:

   A. Ability and academic functioning

      1. Grades
      2. Anecdotal records
      3. Standardized test scores
      4. Performance on work samples

   B. Interests and aptitudes

      1. Interest surveys
      2. Aptitude tests
      3. Prior work experience
      4. Interview with students

   C. Social Skills

      1. Interpersonal relationship--attitudes towards peers, authority figures, and so forth
      2. Work behavior traits--punctuality, reliability, ability to follow instructions, ability to work alone
      3. Degree of self-awareness

III. Modify the vocational education program:

   A. Vary the length of the school day.

   B. Vary the time allowed for course completion.

   C. Design simple, short-term objectives to provide a successful experience.

   D. Plan more small group and individualized instruction.

   E. Preview material to be taught or read for new vocabulary or concepts which need explanation.

F. Present material in a variety of ways--books, movies, slides, tapes, diagrams, filmstrips, and so forth.

G. Where possible, rewrite material in learning activity packages on a grade four to a grade six reading level.

H. Demonstrate "with-it-ness." Avoid direct confrontations, especially in front of class. Walk around, stand near the student, indicate an awareness of the student's behavior.

I. Allow for a variety of ways for students to show proficiency; i.e., verbal rather than written response to questions, nonverbal demonstrations of skills.

J. Be positive. Praise any small action or statement that deserves praise.

IV. Provide additional services, if possible:

A. Counseling

B. Tutoring (paid, volunteer, peer)

C. Bilingual instruction

D. Remedial reading and math

V. Evaluate both the program and the student's progress.

Evaluating Resources for Disadvantaged Students

I. Prerequisite Student Skills

   A. What reading and writing skills are assumed? Do your students have those skills?

   B. What math concepts or arithmetic computational skills are assumed?

   C. What experience, training, or knowledge is assumed?

II. Instructional Format

   A. What is the general pace of the resource? (fast, moderate, slow)

   B. Are the learning increments appropriate?

   C. Is new vocabulary introduced and defined?

   D. Is there frequent reinforcement and review?

   E. Is the resource geared to more than one modality?

   F. Are there cartoons, drawings, or other appealing features?

   G. Is there a teacher's guide, list of objectives, suggested activities, and answer key?

III. Cost Effectiveness

   A. What specialized equipment is needed to utilize the resource?

   B. Is it well-constructed and durable?

   C. What is the cost of replacing consumable components (e.g., work sheets)?

IV. General Features

   A. Does the resource avoid racial, cultural, and/or sexual stereotypes?

   B. Are characters, pictures, and themes realistic and contemporary?

Practices for Recruitment and Counseling of Disadvantaged Students

I. Recruitment

A. Agency referrals

1. YMCA & YWCA
2. Neighborhood associations
3. Correctional facilities
4. Churches
5. Bureau of Vocational Rehabilitation

Visit agencies to familiarize them with the services your program can provide to their clients. Hold an "Open House" for various agency staff to visit your program. Call or send brochures and other information to agency staff.

B. Personal referrals

Encourage current students to bring their friends and family members to tour the classes/facilities and talk with teachers and other students.

C. Mass media

1. Newspapers (especially small newspapers)
2. Fliers
3. Brochures
4. Leaflets
5. Letters
6. Posters
7. Billboards
8. Displays in community at video parlors

D. Oral communication

1. Radio and television
2. Job fairs
3. Display booths
4. Open houses
5. Program staff who speak at churches, recreation halls, and the like

II. Counseling

A. Counselors help students with paperwork to make enrolling in a vocational education class simple and pleasant.

B. Assess basic skills and vocational aptitudes before a student is placed in a program.

C. Counselors have group sessions for setting career goals.

D. Teachers conduct an orientation to provide students with an awareness of program content and what is expected of them.

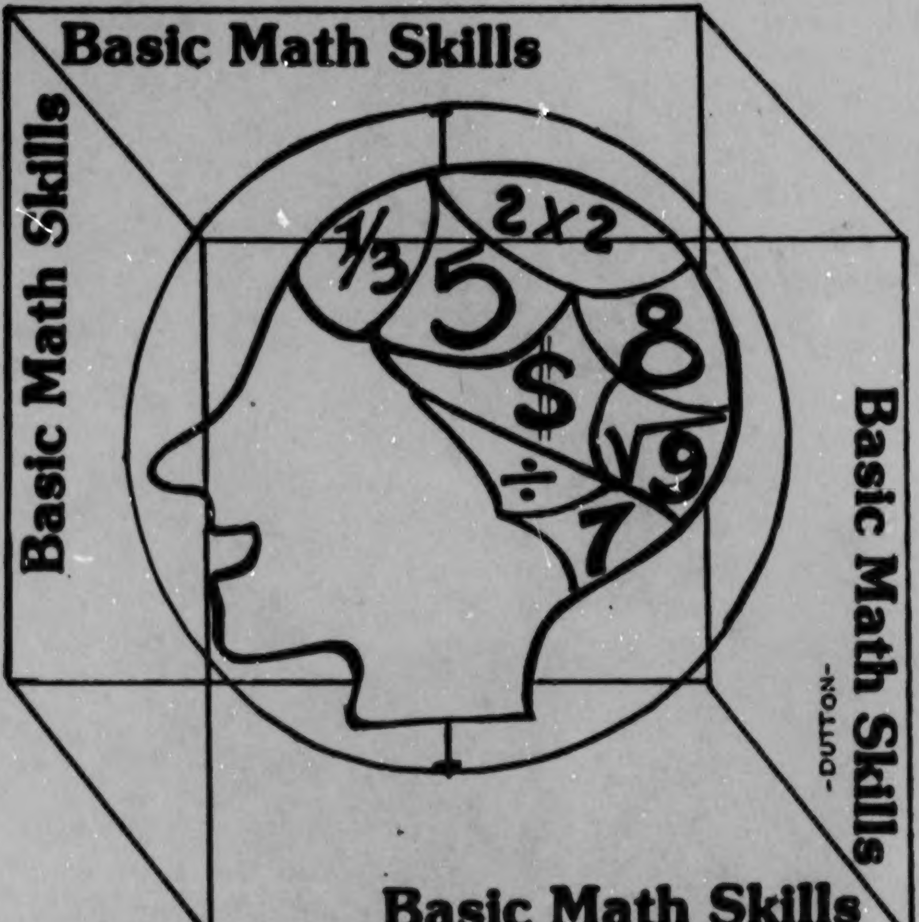
E. Teachers and counselors are supportive to reinforce the importance of attendance, punctuality, quality of work, social interaction, attitude, and dress.

F. Hire additional personnel to act as student advocates and liaison between students and program staff. Maintain weekly contact with students.

G. Maintain linkages to social service agencies that can help meet student needs.

H. Counselors hold group sessions to help students with activities related to seeking jobs (e.g., filling out job application forms and resumes and practicing what to say at an interview).

II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TITLE: APPLIED MATHEMATICS FOR BUSINESS AND HOME

AUTHOR: Justus

SOURCE: Esp, Inc.
1201 E. Johnson, Box 5037
Jonesboro, AR 72401

Order #: A27 **Price:**$5.00 **Copyright:**

SUBJECT AREA: Basic Math Skills/Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 24
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level 6 grade

DESCRIPTION:

A book of 24 liquid duplicating masters with a chart to correlate texts with work sheets.
Work sheets, with answers on teacher's side of master copy, include:

1. Checking Account
2. Proving Checking Account
3. Piecework Wages
4. Time Wages
5. Commission
6. Installment Buying
7. Savings Account
8. Family Budget
9. Automobile Ownership & Operation
10. Owning and Maintaining a Home
11. Depreciation
12. Profit and Loss
13. Profit, Gross and Net
14. Markup on Cost
15. Cash Discount
16. Real Estate Taxes
17. Sales Tax
18. Income Taxes
19. Social Security Taxes
20. Unemployment Taxes
21. Trade Discounts
22. Interest
23. Discounting Notes
24. Checking Bills and Statements

COMMENTS:

Activities are challenging. Student learns through participation. Excellent supplementary materials.

TITLE: BEGINNING MATHEMATICS CONCEPTS

AUTHOR: Wolf

SOURCE: Frank E. Richards Publishing Co., Inc.
Order Department, P.O. Box 66
Phoenix, NY 13088

Order #: See below. **Price:$** See below. **Copyright:** 1974

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
group instruction

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 73
drawings/cartoons
B/W

READABILITY

reading level _____grade
interest
motivator: chiefly pictorial

DESCRIPTION:

Beginning level experiences with basic concepts of mathematics, such as: smaller, larger, more, less, some, how many; presented visually. Order information:

	Order #	Price
student manual	143	$2.50
teacher manual	144	$1.00

COMMENTS:

Suitable for students with poor reading skills and little mathematics background or inclination.

TITLE: BO-CEC RESOURCE GUIDE, GRADES 7-9

AUTHOR: Huffman

SOURCE: Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, MN 55110

Order #: 707 Price: $ 4.00 Copyright:

SUBJECT AREA: Basic Math Skills/Career Education

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
develops world of work concept	student resource teacher resource group instruction secondary level

MATERIAL FORMAT/ILLUSTRATIONS	READABILITY
loose leaf pages: 288 drawings/cartoons charts/graphs B/W	reading level 9-10 grade interest motivator: humorous illustrations

DESCRIPTION:

Designed to enrich classroom instruction while providing some information on careers. Units cover specific occupations and their relation to and reliance on math skills. White pages are the materials contained in student's text-workbook; blue pages contain answers correctly filled in; yellow pages contain teacher instructions.

COMMENTS:

Utilizes good motivational strategies. With some modification of vocabulary and long sentences, material is suitable for use with disadvantaged students having poor math backgrounds.

TITLE: CENTERS FOR EDUCATIONAL IMPROVEMENT

Northern Center
Office of Butte County
Supt. of Schools
5A County Center Drive
Oroville, CA 95965
(916) 534-4208
(916) 534-4244

Central Center
Office of Santa Clara
County Supt. of Schools
100 Skyport Drive
San Jose, CA 95110
(408) 947-6500

Southern Center
Office of L.A. County
Supt. of Schools
9300 East Imperial Hwy.
Downey, CA 90242
(213) 922-6170

Order #:
Price:$
Copyright:

SUBJECT AREA: Professional Resources/Basic Reading/Math/Language Skills

FEATURES FOR DISADVANTAGED STUDENTS

- includes multiplicity of diagnostic/prescription projects in basic skills areas
- includes career awareness and guidance programs

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 103
+ supplement

READABILITY

reading level: professional

DESCRIPTION: Each of the three centers serves public and nonpublic educators, by region, providing free information and technical assistance on exemplary programs in all areas of the curriculum, pre-kindergarten through grade 12. All programs have been validated for educational effectiveness, cost effectiveness, and adaptability. A free catalog is available on request, listing and describing all programs by major subject area. Additionally, the Center maintains a computerized catalog system which can locate program information, by subject area, grade level, or title of project, author, or district. An overview of many projects is available on videotape and can be obtained by sending a blank videotape to the Center with your request. If duplicate materials have been filed with the project, they will be sent on loan if requested.

Materials that were developed for any demonstration project in California are available at the Center, free of charge. Visits to demonstration sites may be arranged by the Centers. They will also provide in-service training to help set up the program.

COMMENTS: Call for a free catalog. Ask about the Center's Workshops for Implementing Planned Change.

TITLE: DIAGNOSTIC TEST (Basic Math Skills)
PRACTICAL APPLICATION TEST

AUTHOR:

SOURCE: Motivation Development, Inc.
P.O. Box 427
Bishop, CA 93514

Order #: By title   **Price:$** 1.00   **Copyright:**—

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paper booklet
pages: Diagnostic Test, 4
Practical App. Test, 4

READABILITY

reading level ____grade

DESCRIPTION: Both tests are packaged in one large envelope.

1) DIAGNOSTIC TEST FOR BASIC MATH SKILLS. A test of the student's ability to perform the math operations necessary to solve structured problems in each of 9 categories of basic skills considered essential for high school graduates. These categories are keyed to individual topic booklets in SUCCESS IN MATHEMATICS, Part I, published by the same company. An evaluation guide offers immediate visual reference to performance and remedial action.

2) PRACTICAL APPLICATION TEST. A test of the student's ability to recognize and structure basic math concepts presented in the framework of everyday life which involve logical thought and systematic organization of information.

COMMENTS: Easily used tests to quickly evaluate student ability. Provides useful and effective guidelines for student placement. Answer keys are provided for both tests.

TITLE: THE GETTING ALONG SERIES OF SKILLS
(series of 5)
AUTHOR: Mooney

SOURCE: Frank E. Richards Publishing Co., Inc.
Order Department
P. O. Box 66
Phoenix, NY 13135

Order #: See below. Price:$ See below. Copyright: 1964-1965

SUBJECT AREA: Life Skills/Basic Reading-Math-Language

FEATURES FOR DISADVANTAGED STUDENTS
develops self-worth concept
develops world-of-work concept
reinforces positive personal/social behavior

INTENDED USE
student resource
group instruction

MATERIAL FORMAT/ILLUSTRATIONS
stapled
pages: + 65 each
drawings/cartoons
B/W

READABILITY
reading level 3-4 grade
interest motivator: cartoons

DESCRIPTION:
A series of 5 volumes incorporating reading, spelling, arithmetic, good grooming, and interpersonal skills into vocationally-oriented lessons.

Volume titles are:		Order #	Price (1978)
Vol. I	After School Is Out	121	$ 2.50
Vol. II	Al Looks for a Job	122	2.50
Vol. III	A Job at Last	123	2.50
Vol. IV	Money in the Pocket	124	2.50
Vol. V	From Tires to Teeth	125	2.50

COMMENTS: Materials are of a general vocational nature. May be useful with disadvantaged students who have poor basic skills. Teachers should check details, especially the pronunciation guide, which seems misleading; with some vocabulary words.

TITLE: INSTRUCTIONAL ACTIVITIES IN BASIC SKILLS FOR FAMILY AND CONSUMER EDUCATION*

AUTHOR:

SOURCE: Vocational Education Department
Sacramento City Unified School District
1619 N Street
Sacramento, CA 95814

Order #: By title **Price:**$ **Copyright:** 1980

SUBJECT AREA: Basic Reading/Math/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
basic skills centered on family/ consumer education topics	student resource individual instruction

MATERIAL FORMAT/ILLUSTRATIONS	READABILITY
loose-leaf packet Xerox copied pages: 65	reading level 9-12 grade

DESCRIPTION: A packet designed by the school district teachers to improve basic skills within the framework of a particular subject area. Instructional units include:

- Fractions Unit & Answer Key
- Decimal Unit & Answer Key
- Consumer Math & Answer Key - verbal problems
- Writing Unit - expository writing
- Language Unit & Answer Key
- Reading Unit & Answer Key
- Whole Numbers Unit & Answer Key

COMMENTS: Good instructional packet to use for extra practice or brush up on basic skills. Although the central theme is family and consumer education, it would be useful for any student in any subject. Each unit could be used separately.

*Available through VOICE: #06498

TITLE: AN INTRODUCTION TO EVERYDAY SKILLS

AUTHOR: Wiltsie

SOURCE: Motivation Development, Inc.
P.O. Box 427
Bishop, CA 93414

Order #: By title **Price:$** 4.75 **Copyright:** 1977

SUBJECT AREA: Basic Math Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

reinforces positive personal/social behavior

INTENDED USE

student resource
individual/group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 161
drawings/cartoons
reproductions
B/W

READABILITY *

reading level 5-8 grade

*Level provided by publisher

generous paragraph spacing

DESCRIPTION: A text-workbook, answer book, and introductory pamphlet are packaged in a large envelope. Activities covered by this booklet are those likely to be faced by anyone, regardless of age or occupation. Editorial copy in the text clarifies difficult situations. Activities are presented in realistic terms to help students locate and coordinate information. Two review exams and one final exam are included in the text-workbook. Topics include: restaurant menus; sales tax charts; sales slips; counting change; using maps, phonebooks, yellow pages, bus schedules; how to use percent; comparative shopping; and finding a job.

COMMENTS: Although the reading level is low, the presentation and activities are not age-related. Mathematics required are simple operations with whole numbers and some percents, presented in a simplified method. Each student should have a workbook in which to do work and record the answers. A separate answer book can be used by students for self-correction.

TITLE: LEARNING DECIMALS--LEARNING PERCENT

AUTHOR: Jones

SOURCE: Hampden Publication, Inc.
Box 4873
Baltimore, MD 21211

Order #: 5870 Price:$ 129.95 Copyright:

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

promotes development of psychomotor skills
provides immediate feedback
modifiable instructional format

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf
pages: 4/per lesson
drawings/cartoons
charts/graphs
B/W
cassettes

READABILITY

reading level _____grade
interest motivator: activity while listening

DESCRIPTION:

A kit containing 10 cassette skill packs; 30 student response booklets; instructor's guide, listing performance objectives; summary notes; follow-up activities; and answers to a performance post-test. Each cassette is self-directing, self-pacing, and self-checking; each lesson lasts about 40 minutes. Skills covered are:

1. Counting Money & Making Change
2. Renaming Fractions and Decimals
3. Addition and Subtraction of Decimals
4. Multiplication of Decimals
5. Introduction to Division of Decimals
6. Dividing Decimals
7. Introduction to Percent
8. Finding the Percent of a Number
9. What's the Percent?
10. Applications of Percent

COMMENTS:

Response booklets are illustrated with sensitivity to minorities, but some sex bias is present. Performance tasks are brief and challenging. Materials may be duplicated or dittoed; can be adapted for group instruction.

TITLE: LIFE SKILLS: ADDITION AND SUBTRACTION
(Series of 4)

AUTHOR:

SOURCE: Society for Visual Education, Inc.
1345 Diversey Parkway
Chicago, IL 60614

Order #: A508-SATC **Price:** $ 135.00 **Copyright:** 1978

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf (3-ring binder)
35 mm filmstrips and cassettes
10-15 min. each
color

READABILITY

reading level _____grade

DESCRIPTION:

Four-part series: 1) Numbers, Place Value, Rounding; 2) Addition; 3) Subtraction; and 4) Using Addition and Subtraction, packaged in a binder with filmstrips, cassettes, and other printed matter. Package includes a copy of each script and a set of reproducible student work sheets for each title. Teacher's manual lists objectives, suggestions for classroom activities and pre-post filmstrip discussions.

COMMENTS:

Suitable for disadvantaged; sexually and culturally balanced. Real-life settings are used as examples where addition and subtraction are used. Background music may be inappropriate at times.

TITLE: LIFE SKILLS: DECIMALS
(series of 4)

AUTHOR:

SOURCE: Society for Visual Education, Inc.
1345 Diversey Parkway
Chicago, IL 60614

Order #: A511 SATC   Price:$ 135.00   Copyright: 1978

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf (3-ring binder)
35 mm filmstrips & cassettes
10-15 min. each
color

READABILITY

reading level _____grade

DESCRIPTION:

Packaged in a binder that is used to store the tapes, filmstrips, and other printed materials. Teacher's manual suggests classroom activities, objectives, and pre/post filmstrip discussions. Package includes a set of work sheets for each title and a copy of each script.

COMMENTS:

Physical quality of material is good. Pace is suitable for disadvantaged students, allowing time for work during presentation. Background music may be inappropriate at times. Material is culturally and sexually balanced.

TITLE: LIFE SKILLS: EVERYDAY MATH--TABLES, GRAPHS, AND SCALE (series of 4)

AUTHOR:

SOURCE: Society for Visual Education, Inc.
1345 Diversey Parkway
Chicago, IL 60614

Order #:A514-SATC Price:$ 135.00 Copyright: 1978

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf (3-ring binder)

35 mm filmstrips & cassettes
8-11 min. each
color

READABILITY

reading level _____grade

DESCRIPTION:

Four filmstrips and cassettes (recorded with audible and inaudible pulse); a teacher's manual and 41 skill extenders. Filmstrips include:

1. Math: Tables
2. Math: Types of Graphs
3. Math: Using Graphs
4. Math: Scale

Teacher's manual contains performance objectives, pre/post-film discussion ideas, classroom activities. Material is reproducible. Master copy provides answers on back. Copy of each script is supplied.

COMMENTS:

Good integration of sexes and cultures makes resource applicable for disadvantaged youth. Filmstrips convey meaningful content in an entertaining way. Meaningful activities complement the filmstrips.

TITLE: LIFE SKILLS: MATH WORD PROBLEMS (series of 4)

AUTHOR:

SOURCE: Society for Visual Education, Inc.
1345 Diversey Parkway
Chicago, IL 60614

Order #: A 515 SATC Price:$ 135.00 Copyright:1978

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf (3-ring binder)
35 mm filmstrips & cassettes
10-15 min. each
color

READABILITY

reading level _____grade

DESCRIPTION:

Four part series:

1. Techniques
2. One-step Operations
3. Two-step Operations
4. Problems in Logic

Teacher's manual contains performance objectives, pre/post-film discussion ideas, classroom activities. Material is reproducible. Script for each filmstrip is supplied.

COMMENTS:

Real-world approach is used to teach word problems. Pace is suitable for disadvantaged. Material is sexually and culturally balanced.

TITLE: LIFE SKILLS: PERCENT
(Series of 4)

AUTHOR: Burleigh

SOURCE: Society for Visual Education, Inc.
1345 Diversey Parkway
Chicago, IL 60614

Order #: A512 SATC **Price:** $ 135.00 **Copyright:** 1979

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
group instruction
secondary level
post-secondary

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
loose leaf (binder provided)
stapled
pages: ± 60
35 mm filmstrips & cassettes
8-10 min. per film

READABILITY

reading level _____grade

DESCRIPTION:

Packaged in a 3-ring binder with 4 filmstrips and cassettes - both audible and inaudible pulse - a teacher's manual, set of 50 word problems, and 28 skill extenders.

Filmstrips include:

1. Ratio, Proportion and Percent	11:20 min.
2. Interest and Percent	10:00
3. Discount Buying and Percent	8:30
4. Problems with Percent	10:15

Teacher's manual includes introduction, performance objectives, pre- and post-film discussion topics, classroom activities, written script of filmstrips, and a summary.
Skill extenders provide answers on back of master copy.

COMMENTS:

Filmstrips are fairly entertaining, well integrated, and sex fair. Visual background and music may cause some distraction. Skill extenders are mostly word problems. Class activities are meaningful.

TITLE: LIFE SKILLS: REAL-WORLD MEASUREMENT
(Series of 4)

AUTHOR:

SOURCE: Society for Visual Education, Inc.
1345 Diversey Parkway
Chicago, IL 60614

Order #: A 513 SATC **Price:** $ 135.00 **Copyright:** 1978

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf (3-ring binder)
35 mm filmstrips & cassettes
10-15 min. each
color

READABILITY

reading level _____grade

DESCRIPTION:

Four-part series:

1. Linear Measurement
2. Finding Area
3. Volume and Capacity
4. Mass (weight)

Binder stores all materials. Teacher's manual gives suggestions for classroom activities, lists objectives, provides ideas for pre/post-filmstrip discussion. Copy of each script and reproducible work sheets for each title are supplied.

COMMENTS:

Young people present problems through the use of common situations. Work time is allowed during presentation on tape. Material is culturally and sexually balanced; suitable for disadvantaged students.

TITLE: MAKING MATH COUNT

AUTHOR: Lazes and Lang

SOURCE: Globe Book Company, Inc.
50 West 23rd Street
New York, NY 10010

Order #:ISBN 0-87065-853-0 **Price:$** Not available **Copyright:** 1981

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format

INTENDED USE

student resource
individual instruction

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 172
drawings
graphs
B/W with brown accent color

READABILITY

reading level 5 grade

interest motivator: practical application of math concepts
generous paragraph spacing

DESCRIPTION:

Making Math Count is a workbook which presents math concepts within a practical, real-life situation. The book is divided into six parts under the following headings: Much To-Do About Whole Numbers; Much To-Do about Money; Much To-Do with Decimals, Fractions, Percents!; From Averages to Areas; Math While You Work; and Managing Your Money.

COMMENTS:

Each exercise is well presented and illustrated. The exercises are all related to practical work or consumer-type situations.

TITLE: MATHEMATICS
(7 resources in a series)

AUTHOR:

SOURCE: Media Materials, Inc.
2936 Remington Avenue
Baltimore, MD 21211

Order #: See below. **Price:** $ 12.95 each **Copyright:**

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

provides immediate feedback

INTENDED USE

individual instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

large-print format
drawings/cartoons
B/W
cassette learning packages
± 40 min.

READABILITY

reading level _____grade

DESCRIPTION:

Seven independent cassette learning packages. Titles and order number:

1. Mathematics: Addition and Subtraction Facts	#9401
2. Mathematics: Renaming Fractions	#9412
3. Mathematics: Add and Subtract Like Fractions	#9413
4. Mathematics: Multiplying Fractions	#9414
5. Mathematics: Addition of Unlike Fractions	#9415
6. Mathematics: Subtraction of Unlike Fractions	#9416
7. Mathematics: Dividing Fractions	#9417

Each package contains a guide, 30 student response sheets, cassette, and a reproducible post-test. Math terms are explained and their use is reinforced. Material is presented slowly and clearly and in simple language. Illustrations do not depict vocationally-oriented situations.

COMMENTS:

Good for remedial work with vocational students having difficulty with fractions and elementary arthmetic. Primarily suitable for individual instruction. Additional response sheets are available.

TITLE: MATHEMATICS AT WORK: FRACTIONS

AUTHOR: Singer

SOURCE: McGraw-Hill
8171 Redwood Highway
Novato, CA 94947

Order #: 57488-X (Key) 57487-1 (Text)	**Price:** $ 1.95 13.05	**Copyright:** 1977

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops world of work
provides immediate feedback

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 100
drawings/cartoons
photographs
charts/graphs
B/W

READABILITY

reading level _____grade

DESCRIPTION:

Text-workbook is consumable. Designed to allow practice in fractions with application to vocational areas. Nineteen sections include addition, subtraction, multiplication, and division of fractions; rulers; algebraic equations; direct/inverse proportion. There is an answer section for odd numbered problems. Other workbooks in the Mathematics at Work series include Decimals (#57489-8) and Algebra (#57491-S).

COMMENTS:

Useful for disadvantaged students, if additional help is given with word problems. New vocabulary is emphasized. Pictures predominantly portray Caucasian males.

TITLE: MATH SKILL BUILDERS

AUTHOR: Everhardt

SOURCE: The Distributive Education Materials Lab
1885 Neil Avenue
115 Townsend Hall
Columbus, OH 43210

Order #: By title **Price:** $1.00 **Copyright:**

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 20
B/W

READABILITY

reading level 6-7 grade

DESCRIPTION:

A series of 10 math exercises, presented in the context of a business type problem. Each exercise contains 10 to 20 problems to build math skills in basic arithmetic manipulation (+, -, x, ÷). Pre- and post-tests are included to measure skill improvement. Student answer keys are provided.

COMMENTS:

Skill builders may be useful in vocational areas other than business. Word problems deal with job-related situations. Format of the presentation is not particularly motivating.

TITLE: MEASURING DEVICES AND INSTRUMENTS

AUTHOR: Justus

SOURCE: Esp, Inc.
1201 East Johnson, Box 5037
Jonesboro, AR 72401

Order #: A-28 **Price:** $ 5.00 **Copyright:**

SUBJECT AREA: Basic Matn Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 24
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level 5 grade
large print

DESCRIPTION:

Twenty-four liquid duplicating masters designed to supplement work in the same subject area. Work sheets are:

1. Electric Meter
2. Gas Meter
3. Water Meter
4. Speedometer
5. Odometer
6. Cyclometer
7. Tachometer
8. Pedometer
9. Gasoline Pump
10. Fuel Gauge
11. Clock
12. Twenty-four Hour Clock
13. Thermometer
14. Compass for Showing Directions
15. Compass, a Measuring Device
16. Rain Gauge
17. Calendar
18. Protractor
19. Micrometer Caliper
20. Tape Measure
21. Carpenter's Square
22. Calipers, Inside and Outside
23. Weighing Scales
24. Counting Machines

Answers and suggestions are provided on teacher's side of master copy.

COMMENTS:

Work sheets are excellent supplementary material. They give practical experience working with meters, gauges, and the like.

TITLE: METRIC BALANCE SCALE KIT

AUTHOR:

SOURCE: Educational Design, Inc.
47 West 13th Street
New York, NY 10014

Order #: AB-MBK **Price:**$4.50 **Copyright:**

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
individual instruction
secondary
post-secondary

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf
pages: 4
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level _____grade
interest motivator: scale

DESCRIPTION:

The Metric Balance Scale Kit is packaged in a plastic bag. Directions for assembly are included. All necessary parts to construct scale are included in the kit, including suggestions for activities.

COMMENTS:

Once scale is built, experiments and concepts may be assigned to individuals or small groups. Good learning device for metric system weights and abstract concepts; e.g., weight of air.

TITLE: METRIC TRANSPARENCY MASTERS

AUTHOR:

SOURCE: Hobar Publications
1234 Tiller Lane
St. Paul, MN 55112

Order #: 1174 **Price:$** 17.00 **Copyright:**

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
group instruction
secondary
post-secondary

MATERIAL FORMAT/ILLUSTRATIONS

B/W transparencies

READABILITY

reading level _____grade

DESCRIPTION: This kit includes 6 sets of transparency masters covering: Introduction to Metrics (17 pages), Linear (36 pages), Linear to Square (16 pages), Square to Cubic to Volume (25 pages), Volume to Mass (21 pages), and Luminous Intensity, Electric Current, Temperature, Amount & Time (35 pages). Each set includes basic subject matter, numerous work sheets and student exercises, metric equivalents, and conversion tables. The complete kit includes 150 transparency masters.

COMMENTS: Material may be difficult. Good supplement to course on metrics.

TITLE: PAL PRACTICAL LIVING SERIES: MATH THAT PAYS OFF and FIGURE IT OUT
AUTHOR: Mooney and Schneck

SOURCE: Xerox Education Publications
P.O. Box 2639
Columbus, OH 43216

Order #:By title
Price:$2.05
Spirit Master Set $3.95
Copyright:1977

SUBJECT AREA: Basic Math Skills/Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
develops world of work concept
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction

MATERIAL FORMAT/ILLUSTRATIONS

stapled
drawings/cartoons
charts/graphs
color
pages: 48

READABILITY

reading level 4.5 grade
double column copy
generous paragraph spacing
interest motivator: comic book format

DESCRIPTION:

These two color comic books are divided into sections with activities to be completed by the student. Examples are given prior to each activity. Both books can be completed within two hours by most students.

Some chapter headings are:

Figure Out Your Pay
Figure Out Your Deductions
Math Goes Shopping
Measuring Drips and Drops
Money Matters (making change, time is money)
Paying What You Owe

A set of 16 spirit duplicating masters for extra practice can be ordered separately.

COMMENTS:

Humorous contemporary illustrations invite high interest and motivation. Information is clear and understandable. Examples and activities are related to everyday use of concepts presented. Some sex-role stereotyping.

TITLE: 67 TEN-MINUTE CALCULATOR ACTIVITIES and CALCULATOR ACTIVITIES and GAMES TO PLAY AT HOME

AUTHOR:

SOURCE: National Council of
Teachers of Mathematics (NCTM)
1906 Association Drive
Reston, VA 22091

Order #: By title **Price:$** Single copies free **Copyright:** 1981

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format

INTENDED USE

individual/group instruction
student resource

MATERIAL FORMAT/ILLUSTRATIONS

pamphlets
cartoons
graphs

READABILITY

reading level 4-8 grade

interest motivator: games for calculators

DESCRIPTION: These pamphlets introduce the reader to the educational materials and resources of the NCTM. The calculator problems presented in the pamphlets are designed to use existing knowledge of mathematics and are grouped into four major categories:

1. Concept development
2. Drill and practice
3. Estimation
4. Problem solving

COMMENTS: Each activity can be completed in about 10 minutes and can be developed into complete lessons. Activities using addition and subtraction can be modified to use multiplication and division. A good mathematical tool to help learn math skills.

TITLE: SKILLS FOR EVERYDAY LIVING (Books 1 and 2)

AUTHOR: Wiltsie

SOURCE: Motivation Development, Inc.
P.O. Box 427
Bishop, CA 93414

Order #: (1)ISBN 0-913584-49-5
(2)ISBN 0-913584-52-5
Price:$ Book 1 $4.50
Book 2 $4.75
Copyright: 1980(1)
1978(2)

SUBJECT AREA: Basic Math Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS
develops world of work concept
modifiable instructional format

MATERIAL FORMAT/ILLUSTRATIONS
paperbound
pages: Book 1, 145
Book 2, 161
generous paragraph spacing
drawings
B/W

INTENDED USE
student resource
teacher resource
individual/group instruction
secondary level
post-secondary level

READABILITY *

reading level: Book 1; 6-12 grade
Book 2; 7-Adult

interest motivator: self-pacing; daily life situations depicted

*Level identified by publisher.

DESCRIPTION: Two text-workbooks and teacher's manual/answer keys are packaged in an attractively designed folder. Topics relate to consumer education/daily life situations; problem-solving is based on basic math skills. All skills required are covered in the SUCCESS IN MATHEMATICS series published by the same company.

Each book is entirely self-contained. Book 1 has a broader instructional base and is the principal text. Book 2 is a supplement. Both contain mid-book and final exams.

COMMENTS: SUCCESS IN MATHEMATICS series should be available as a reference for use with these books. Students with low reading skills may select subjects from both books within their range of ability and interest. Upon completion, the book becomes a reference for the student in situations which he or she will face after finishing school.

TITLE: SUCCESS IN ALGEBRA
(A series of 3)
AUTHOR: Glenn, E., and Wiltsie, D.

SOURCE: Motivation Development Inc.
P.O. Box 427
Bishop, CA 93414

Order #: By title **Price:$** 3.00 **Copyright:**1974

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
self-paced instruction modifiable instructional format	student resource teacher resource individual instruction secondary level post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS	READABILITY
3 paperbound booklets pages: 32 each	reading level _____ grade

DESCRIPTION:

SUCCESS IN ALGEBRA consists of the following 3 books:

Book 1: Equations; negative numbers
Book 2: Formulas; algebraic operations
Book 3: Units of measure; practical physics

The program requires a working knowledge of basic skills. Each book has a self-test that is similar to the final exam. There is a Form A and Form B for each exam which can be used alternately.

A Teacher's Guide, Student Examination Book, and Answer Sheet accompany this program.

COMMENTS: The program is flexible and can be used as a pre-algebra course; a supplement to any physics, chemistry, or math course; or as a general math course supplemented by basic skills material, such as SUCCESS IN MATHEMATICS, published by the same company.

TITLE: SUCCESS IN MATHEMATICS (Parts I and II)
(A series of 20 topics)

AUTHOR: Glenn, E., and Wiltsie, D.

SOURCE: Motivation Development, Inc.
P.O. Box 427
Bishop, CA 93514

Order #: By title **Price:$** (1) $5.25
(2) $3.50 **Copyright:**

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format
presentation of concepts presupposes no prior knowledge

INTENDED USE

student resource
teacher resource
individual instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

20 paperbound units
pages: 16 to 32, varies with unit
drawings
B/W

READABILITY **

reading level 5-6 grade

**Level specified by publisher

DESCRIPTION: Both parts I and II are packaged in separate envelopes along with the Teacher's Manual, Student's Examination Book, and Answer Book.

Part I consists of 13 self-contained units of instruction with pre- and post-test and self-correcting problems throughout. These units are designed for students at any ability level who are deficient in one or more of the basic arithmetic skills.

Part II consists of units 14-20, which are mostly sequential in nature. These units provide practical math problems based on the material of Part I. Pre- and post-tests are also included.

COMMENTS: The modular format allows students to experience success quickly as they complete each unit without being intimidated by a large text. The low cost of the program makes it readily accessible. Units can be purchased separately.

TITLE: VOCATIONAL MATH SERIES (Books 1--9)

AUTHOR: Wiltsie, D.

SOURCE: Motivation Development, Inc.
P.O. Box 427
Bishop, CA 93414

Order #: ISBN 0-913584-59-2 **Price:$** 10.95 for series **Copyright:** 1982

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
provides immediate feedback

INTENDED USE

student resource
teacher resource
individual instruction
group instruction
secondary level
post-secondarly level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: See below.
drawings
B/W

READABILITY

reading level 10-12 grade

DESCRIPTION: A completely new coordinated program of 9 text-workbooks which synthesize simple concepts from physics, geometry, algebra, general science, and business. Series titles are:

		PAGES	PRICE
Book 1	Fractions, Decimals & Percent - A Review	49	$ 1.25
Book 2	Metric & U.S. Systems of Measurement - Word Problems	33	.95
Book 3	Practical Uses for Formulas & Equations	49	1.25
Book 4	The Math of Geometric Shapes & Objects	49	1.25
Book 5	Machine Mathematics (gears, pulleys & levers)	49	1.25
Book 6	Carpentry Math	49	1.25
Book 7	Working with Electric Currents	33	.95
Book 8	Math for Shoppers & Salespeople	33	.95
Book 9	Math for Employment and Business	49	1.25
Teacher's Manual with answers		8	.50

COMMENTS: Each book is a complete instructional package with clear explanations, self-correcting problems and a final exam with answers in the Teacher's Manual. Units may be ordered separately. Series is designed for persons of high school age or older who are competent working with whole numbers.

TITLE: VOCATIONAL RELATED MATH

AUTHOR:

SOURCE: State Department of Vocational and Technical Education
Curriculum and Instructional Materials Center
1515 West Sixth Avenue
Stillwater, OK 74074

Order #: See below. **Price:$** See below. **Copyright:**1972

SUBJECT AREA: Basic Math Skills/Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf
pages: 1200+
B/W

READABILITY

reading level 6-8 grade

DESCRIPTION:

Mathematics is presented with a vocational or consumer orientation. Units include: measurement, whole numbers, fractions, decimals, percent, consumer education, geometry. Each unit includes an achievement test.

	Order #	Price
Teacher's Edition	3100299	$ 15.00
Student's Edition	310028[illegible]	10.00
Binder (C.V.E.T.)	3100349	3.50

COMMENTS:

Material is useful as a remedial math program in a vocational class or as a guide to development of a vocationally oriented math program.

TITLE: WHAT ABOUT METRICS IN FOOD?

AUTHOR:

SOURCE: Instructional Materials Laboratory
10 Industrial Education Building
University of Missouri-Columbia
Columbia, MO 65211

Order #: VE-21-T Price:$ 7.08 Copyright:

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
provides immediate feedback

INTENDED USE

teacher resource
group instruction
secondary level
post-secondarly level

MATERIAL FORMAT/ILLUSTRATIONS

B/W transparencies

READABILITY

reading level _____grade

DESCRIPTION:

Twenty transparencies are used to describe such metric measurements as liter, meter, gram, and celsius. Basic comparisons are provided. Four review problems at the end illustrate the ease of working with metrics as compared to the conventional system.

COMMENTS:

Good material for a group unit on metrics. A supplement of individual work sheets is needed.

TITLE: WORKING WITH MATH: (Student's Job Sheets and Teacher's Manual)

AUTHOR: Sushok and Shapiro

SOURCE: The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, NJ 08903

Order #: MA-317 (Teacher)
MA-318 (Student)
Price: $10.00
Copyright: 1976

SUBJECT AREA: Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops world of work concept
promotes development of psychomotor skills

INTENDED USE

student resource
teacher resource
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf
pages: 144 teacher's manual
160 student's manual
photographs
charts/graphs
B/W

READABILITY

reading level 4 grade

DESCRIPTION:

Lessons use real-life problems based on the ruler, standard measuring cups, weighing scale, compass, gauges and other measuring devices. There are 38 lessons on whole numbers, 28 on fractions, and 28 on decimals. The teacher's manual contains masters for 50 transparencies.

COMMENTS:

Materials constitute a laboratory approach to teaching arithmetic to vocational school pupils who are nonreaders, combining verbal and hands-on teaching. It assumes a kit of measuring tools and devices for each student in the class.

III

Basic Reading Skills

Basic Reading Skills

Basic Reading Skills
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-DUTTON-

Basic Reading Skills

Basic Reading Skills

TITLE: ALL IN A DAY'S WORK

AUTHOR: Baygell and Ackerman

SOURCE: Globe Book Company, Inc.
50 West 23rd Street
New York, NY 10010

Order #:0-87065-927-8 **Price:**$ 4.57 (1-9)
3.81 (10 or more) **Copyright:**1974

SUBJECT AREA: Basic Reading/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
reinforces positive personal/
social behavior

INTENDED USE

student resource
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 200
drawings/cartoons
photographs
B/W

READABILITY

reading level 6-7 grade

interest motivator: subject of the stories

DESCRIPTION:

Seventeen short stories (less than 1 page each) about ordinary people in real-life situations. Exercises designed to check and improve comprehension follow each story.

Exercises include:

Words to Know; Which Came First?
Another Name for the Story
What Happened?
Sentences to Finish
What Do You Think?
Do You Know?
Let's Rhyme
Let's Write
Let's Talk
The Job
You Might Say
Who Might Use

A teacher's guide contains answers to exercises, hints and suggestions for use.

COMMENTS:

Interesting short stories. Exercises include crossword puzzles, rhymes, words to unscramble, and a selected group designed to promote better comprehension and proper grammar.

TITLE: BASIC READING SKILLS AND VOCATIONAL EDUCATION

AUTHOR: Thornton

SOURCE: National Center for Research in Vocational Education
1960 Kenny Road
Columbus, OH 43210

Order #: By title **Price:$** Not available **Copyright:** 1980

SUBJECT AREA: Basic Reading Skills/Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
administrator resource

MATERIAL FORMAT/ILLUSTRATIONS

READABILITY

reading level: professional

DESCRIPTION: Title II of the Education Amendments of 1976 (P.L. 94-482) states that if a student's deficiencies in reading inhibit success in a vocational program, the student can be considered academically disadvantaged and treatment is mandated. This emphasizes the fact that the responsibility for correcting reading deficiencies lies within the domain of the vocational educator. It is not enough for students to read textbooks. Occupational literature, such as instructions, specifications, safety warnings, formulas, employee brochures, contracts, and codes, must be read.

Remedial reading, generally, fails to address the occupational reading needs of vocational students. There is literature peculiar to each occupational speciality, and ability to read it is a vocational skill and an appropriate instructional component within vocational education.

Several studies of the readability level of vocational textbooks have showed a discrepancy of 3.51 grades between the ability level of vocational education students and the level of their textbooks (Karnes & Genn, 1976).* Educational materials must be revised to reflect occupational reading needs. Textbooks should be on whatever level the literature is for a given task.

*ED 137 543 Karnes, F., & Genn, C. Vocational Reading Development Program: Comparison of the Reading Comprehension Levels of the Post-secondary Voc/Tech Students with the Reading Levels of the Textbooks Utilized in the Voc/Tech Complexes in Mississippi.

TITLE: CENTERS FOR EDUCATIONAL IMPROVEMENT

Northern Center
Office of Butte County
Supt. of Schools
5A County Center Drive
Oroville, CA 95965
(916) 534-4208
(916) 534-4244

Central Center
Office of Santa Clara
County Supt. of Schools
100 Skyport Drive
San Jose, CA 95110
(408) 947-6500

Southern Center
Office of L.A. County
Supt. of Schools
9300 East Imperial Hwy.
Downey, CA 90242
(213) 922-6170

Order #: **Price:$** **Copyright:**

SUBJECT AREA: Professional Resources/Basic Reading/Math/Language Skills

FEATURES FOR DISADVANTAGED STUDENTS

- includes multiplicity of diagnostic/prescription projects in basic skills areas
- includes career awareness and guidance programs

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 103
+ supplement

READABILITY

reading level: professional

DESCRIPTION: Each of the three centers serves public and nonpublic educators, by region, providing free information and technical assistance on exemplary programs in all areas of the curriculum, pre-kindergarten through grade 12. All programs have been validated for educational effectiveness, cost effectiveness, and adaptability. A free catalog is available on request, listing and describing all programs by major subject area. Additionally, the Center maintains a computerized catalog system which can locate program information, by subject area, grade level, or title of project, author, or district. An overview of many projects is available on videotape and can be obtained by sending a blank videotape to the Center with your request. If duplicate materials have been filed with the project, they will be sent on loan if requested.

Materials that were developed for any demonstration project in California are available at the Center, free of charge. Visits to demonstration sites may be arranged by the Centers. They will also provide in-service training to help set up the program.

COMMENTS: Call for a free catalog. Ask about the Center's Workshops for Implementing Planned Change.

TITLE: DRIVING:
SCOPE/READING SKILLS 6

AUTHOR: Claro, Joseph, and Jeri Schapiro, Editors

SOURCE: Scholastic Book Services
Far West Region
5675 Sunol Boulevard
Pleasanton, CA 94566

Order #:By title Price:$1.95 Copyright:1976

SUBJECT AREA: Reading Skills/Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 80
photographs
drawings/cartoons
B/W

READABILITY

reading level 3 grade

double-column copy
interest motivator: driving and caring for cars

DESCRIPTION:

The publication is designed to improve reading skills while learning facts about owning and taking care of cars. Contains stories to read, forms to fill out, and questions to think about concerning all kinds of driving situations. Contains illustrations on how to change a tire, check under the hood, and read a map; and how to complete insurance forms and accident reports. Also included is the author's ideas on cars of the future.

COMMENTS:

Excellent reading material, pictures, games, and self-tests used to promote reading and reading skills.

TITLE: EVERYDAY READING AND WRITING

AUTHOR: Laubach, Kirk, and Laubach

SOURCE: New Readers Press
Box 131
Syracuse, NY 13201

Order #: By title Price:$ 5.50 Copyright: 1976

SUBJECT AREA: Basic Reading/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 272
photographs
charts/graphs
B/W

READABILITY

reading level 6 grade

DESCRIPTION:

Designed to augment reading and writing skills. Text introduces reader to reading materials used in everyday living, such as newspapers, signs, personal and business letters, and maps.

COMMENTS:

Good resource for students with poor reading background.

TITLE: THE GETTING ALONG SERIES OF SKILLS
(series of 5)
AUTHOR: Mooney

SOURCE: Frank E. Richards Publishing Co., Inc.
Order Department
P. O. Box 66
Phoenix, NY 13135

Order #: See below. Price:$ See below. Copyright: 1964-1965

SUBJECT AREA: Life Skills/Basic Reading-Math-Language

FEATURES FOR DISADVANTAGED STUDENTS
- develops self-worth concept
- develops world-of-work concept
- reinforces positive personal/social behavior

INTENDED USE
- student resource
- group instruction

MATERIAL FORMAT/ILLUSTRATIONS
- stapled
- pages: + 65 each
- drawings/cartoons
- B/W

READABILITY

reading level 3-4 grade

interest motivator: cartoons

DESCRIPTION:

A series of 5 volumes, incorporating reading, spelling, arithmetic, good grooming, and interpersonal skills into vocationally oriented lessons.

Volume titles are:		Order #	Price (1978)
Vol. I	After School Is Out	121	$ 2.50
Vol. II	Al Looks for a Job	122	2.50
Vol. III	A Job at Last	123	2.50
Vol. IV	Money in the Pocket	124	2.50
Vol. V	From Tires to Teeth	125	2.50

COMMENTS: Materials are of a general vocational nature. May be useful with disadvantaged students who have poor basic skills. Teachers should check details, especially the pronunciation guide, which seems misleading with some vocabulary words.

TITLE: INSTRUCTIONAL ACTIVITIES IN BASIC SKILLS FOR FAMILY AND CONSUMER EDUCATION*

AUTHOR:

SOURCE: Vocational Education Department
Sacramento City Unified School District
1619 N Street
Sacramento, CA 95814

Order #: By title **Price:**$ **Copyright:** 1980

SUBJECT AREA: Basic Reading/Math/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

basic skills centered around family/ consumer education topics

INTENDED USE

student resource
individual instruction

MATERIAL FORMAT/ILLUSTRATIONS

loose-leaf packet
Xerox copied
pages: 65

READABILITY

reading level 9-12 grade

DESCRIPTION: A packet designed by the school district teachers to improve basic skills within the framework of a particular subject area. Instructional units include:

- Fractions Unit & Answer Key
- Decimal Unit & Answer Key
- Consumer Math & Answer Key - verbal problems
- Writing Unit - expository writing
- Language Unit & Answer Key
- Reading Unit & Answer Key
- Whole Numbers Unit & Answer Key

COMMENTS: Good instructional packet to use for extra practice or brush up on basic skills. Although the central theme is family and consumer education it would be useful for any student in any subject. Each unit could be used separately.

*Available through VOICE : #06498

TITLE: INTERPERSONAL COMMUNICATIONS:
50 COPY MASTERS

AUTHOR: Church, Gade

SOURCE: J. Weston Walch, Publisher
Box 658
Portland, ME 04104

Order #: 01-1911 **Price:**$12.00 **Copyright:** 1979

SUBJECT AREA: Life Skills/Basic Reading Skills/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format
develops self-worth concept
reinforces positive personal/
social behavior

INTENDED USE

student resource
teacher resource
individual instruction
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose-leaf packet
pages: 50
drawings/cartoons
charts
B/W

READABILITY

reading level -- grade

interest motivator: games & interesting activities

DESCRIPTION:

This set of 50 activity sheets requires students to perform some type of written action or response. All exercises require reading, writing, vocabulary, and English skills. Monologues, dialogues, and group action encourage listening, writing, and verbal skills. Career and occupational skills are integrated into the exercises, along with personality and self-image and communication-awareness skills.

Also available in Spirit Duplicator Masters: Order #03-1911; $17.95.

A teacher's guide is included in the packet.

COMMENTS:

This material is appropriate for many classes and ages, from junior high to adult. The variety of projects makes it possible to tailor material for individualized use or group discussion. Students should enjoy the interesting activities.

TITLE: IT HAPPENED ON THE JOB

AUTHOR: Ackerman, Baygell, and Fishel

SOURCE: Globe Book Company, Inc.
50 West 23rd Street
New York, NY 20010

Order #: 0-87965-282-6

Price: $ 4.57 (1-9)
3.81 (10 or more)

Copyright: 1979

SUBJECT AREA: Basic Reading/Language/Communication/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
modifiable instructional format
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 186 student text
28 teacher manual
photographs
color

READABILITY

reading level 3 grade

DESCRIPTION:

Twenty-five one-page stories designed to improve reading. Exercises following each story include:

Words to Know
Let's Write
Let's Talk
The ______'s Job
What Happened?
Another Name for the Story
Do You Know?
Review Sections

COMMENTS:

Stories are real and often involve work settings. Language skills are developed through vocabulary usage, reading comprehension, correct sentence structure, and fluency of oral expression.

TITLE: THE JOBS BOOK: HOW TO FIND AND KEEP A JOB

AUTHOR: Schapiro, Jeri

SOURCE: Scholastic Book Services
Far West Region
5675 Sunol Boulevard
Pleasanton, CA 94566

Order #: By title Price: $1.95 Copyright: 1976

SUBJECT AREA: Basic Reading/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- develops world-of-work concept
- multi-ethnic photographs and illustrations

INTENDED USE

- student resource
- individual instruction
- group instruction
- secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- paperbound
- pages: 94
- photographs
- drawings/cartoons
- B/W

READABILITY

- reading level 4 grade
- large print
- double-column copy
- generous paragraph spacing
- interest motivator: illustrations and activities

DESCRIPTION:

Humorously written and illustrated to help young adults determine job interests and what work areas correspond to those interests. Practice exercises include filling out a job application and other forms; how to handle oneself in many situations (on an interview, over the phone, in a letter, at an employment agency), and problems associated with the job.

COMMENTS:

Excellent booklet; provides valuable tips and ideas on how to get and keep a job. Written in an easy-to-read format with humorous illustrations and practical activities to improve job skills. Text is nonsexist.

TITLE: LANGUAGE SKILLS FOR NURSING STUDENTS

AUTHOR:

SOURCE: Technical Skills Language Center
Language Arts Division
College of San Mateo
San Mateo, CA 94402

Order #: By title Price:$ No price set by College Copyright: 1980

SUBJECT AREA: Language/Communication Skills/Health Occupations/Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format

INTENDED USE

student resource
teacher resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

pages: 53
paperbound

READABILITY

reading level 12 grade
double spacing
generous paragraph spacing

DESCRIPTION: This manual was created in consultation with nursing instructors to improve the reading and writing skills of nursing students. It is designed to be used with tutorial assistance.

Topics covered: vocabulary-Latin and Greek roots; identifying and reading for the main idea; summarizing; writing ABC reports; and the 100 most commonly misspelled words.

The manual includes exercises for students to complete at their own pace.

COMMENTS: The manual was created by the staff of the Technical Skills Language Center in consultation with nursing instructors. The series of lessons should help students to read and write more effectively.

TITLE: MORE ENGLISH THAT WE NEED

AUTHOR: Prevo

SOURCE: Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, NY 13135

Order #: 155 Price:$ 2.50 Copyright:1968

SUBJECT AREA: Basic Reading/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
drawings/cartoons
B/W

READABILITY

reading level 5-6 grade
generous paragraph spacing

DESCRIPTION:

Workbook contains units on punctuation marks, correct usage, written English, and oral English. Step-by-step exercises are complete with simple assignments and illustrations.

COMMENTS:

Useful for students with poor communication skills. Workbook stresses reading skills and correct English usage.

TITLE: NEWS FOR YOU

AUTHOR:

SOURCE: News Readers Press
Department 33
Box 131
Syracuse, NY 13210

Order #: Use order form. **Price:** $.12 per week **Copyright:** 1982

SUBJECT AREA: Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

Provides low-level readers with current, motivating materials about information in the news

INTENDED USE

student resource
individual or group instruction

MATERIAL FORMAT/ILLUSTRATIONS

black and white newspaper photographs and cartoons

READABILITY

reading level _____grade
A Edition - 4th-5th grade
B Edition - 5th-6th grade

DESCRIPTION:

This is a four-page newspaper published 50 weeks a year, designed to bring current events to low-level readers. Once a month the paper expands to eight pages. A four page Instructor's Aid is included free and contains questions designed to check vocabulary and comprehension. The tone and form of the newspaper is adult, despite the low reading level. There are sports notes, people in the news, and a crossword puzzle, plus consumer and legal tips.

COMMENTS:

An order form is included in the Miscellaneous Subject Areas section of this guide.

TITLE: THE NEWSPAPER

AUTHOR: Wyks

SOURCE: The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, NJ 08903

Order #: SP-1A   Price:$ 4.00   Copyright: 1964

SUBJECT AREA: Life Skills/Consumer Education/Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
reinforces positive personal/social behavior

INTENDED USE

group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 28
B/W

READABILITY

reading level 5-7 grade

interest motivator: subject matter

DESCRIPTION:

A student guide to the uses of a newspaper. Various elements of the newspaper are investigated and explained. Material includes vocabulary, activities, quizzes, and problems to solve.

COMMENTS:

Good motivational aid to enhance reading skills for some disadvantaged students. Activities are more suited to group instruction than to individual instruction.

TITLE: PAL PRACTICAL LIVING SERIES: READ IT RIGHT and GET IT DOWN IN WRITING

AUTHOR: Mooney

SOURCE: Xerox Education Publications
P.O. Box 2639
Columbus, OH 43216

Order #: By title
Price: $ 2.05
Spirit Master Set $3.95
Copyright: 1977

SUBJECT AREA: Basic Reading/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

- develops self-worth concept
- develops world-of-work concept
- reinforces positive personal/social behavior

INTENDED USE

- student resource
- individual instruction
- secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- stapled
- drawings/cartoons
- charts/graphs
- color
- pages: 48

READABILITY

reading level 4.5 grade

- double-column copy
- generous paragraph spacing
- interest motivator: comic book format

DESCRIPTION:

Consumable color comic books which can be completed within two hours by most students. Chapter headings include:

- Look It Up (classified ads, yellow pages, dictionary)
- Reading Time Charts
- Following Written Directions (menus, common signs)
- Adding Up the Ads
- Ordering By Mail
- Reading Graphs
- Writing a Better Letter
- Fill 'er Up (job applications, opening charge accounts)
- Giving Written Directions

A set of 16 spirit duplicating masters for extra practice can be ordered separately.

COMMENTS:

Contemporary humorous illustrations create interest and motivation. Examples and activities relate well to concepts presented. Some sex stereotyping of roles.

TITLE: READING A NEWSPAPER

AUTHOR: Larned and Randall

SOURCE: Janus Book Publisher
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title **Price:$** 3.10 **Copyright:** 1978

SUBJECT AREA: Life Skills/Consumer Education/Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
stapled
pages: 64
drawings/cartoons
photographs
charts/graphs
B/W

READABILITY

reading level 4.5 grade
large print format
double-column copy
generous paragraph spacing
interest motivator: activities

DESCRIPTION:

Student workbook contains the following 8 units and a guide to phonetic spellings:

1. Looking at a News Story
2. Digging for Facts
3. Figuring Out a Front Page
4. Turning to the Comics
5. Enjoying the Features
6. Other Features
7. Getting a Few Opinions
8. Checking the Ads

Teacher's manual includes an overview, class activities, a vocabularly list of phonetically respelled words, and an answer key.

COMMENTS: Units are easily understood and are integrated with phonetic respellings and meaningful activities to aid retention. A crossword puzzle reinforces new vocabulary. No cultural or sex role stereotypes. Good portrayal of minorities and nontraditional sex roles.

TITLE: READING AND FOLLOWING DIRECTIONS

AUTHOR: Roderman

SOURCE: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title **Price:** $ 3.10 **Copyright:** 1978

SUBJECT AREA: Life Skills/Consumer Education/Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
staples
pages: 64
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level _____grade

large print format
double-column copy
generous paragraph spacing
interest motivator: characters

DESCRIPTION:

Consumable workbook contains the following 8 units and a guide to phonetic spellings:

1. One-Step Directions
2. Directions with Two or More Steps
3. Making and Assembling Things
4. Using Appliances
5. Making Things to Eat
6. Danger! Watch Out!
7. Reading Labels
8. Giving Directions

Student exercises include checkpoint and word-check activities for vocabulary review.

Teacher's manual provides teaching suggestions, vocabulary list of phonetically respelled words, and an answer key.

COMMENTS: Students follow Dr. D on a tour through "Snoitcerid," a planet where no one follows directions. Content is valuable; activities are meaningful. Sex and cultural integration is fair, but format may be geared too low for some disadvantaged students.

TITLE: READING SCHEDULES

AUTHOR: Roderman

SOURCE: Janus Book Publishers
2501 Industrial Parkway, West
Hayward, CA 94545

Order #: By title **Price:$** 3.10 **Copyright:**

SUBJECT AREA: Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

provides immediate feedback

INTENDED USE

student resource
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 64
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level 2.5** grade

**Spache Readability Formula

DESCRIPTION:

Workbook contains units on reading entertainment and transportation schedules (e.g., dates, times, movies, sports, bus, airplane, and the like). Vocabulary lists are included with phonetic spellings, puzzles, games, and questions.

COMMENTS:

Content progresses from simple to more complex. Could be used with deaf and EMR in addition to disadvantaged students.

TITLE: REAL LIFE EMPLOYMENT SKILLS

AUTHOR: Handel, R., and Angeles, E.

SOURCE: Scholastic Book Services
Far West Region
5675 Sunol Boulevard
Pleasanton, CA 94566

Order #: 30489 **Price:$** 2.95 **Copyright:** 1979

SUBJECT AREA: Life Skills/Consumer Education/Basic Reading Skills/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
promotes positive personal/social behavior

INTENDED USE

student resource
individual/group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 127
drawings
B/W; one color accent

READABILITY

reading level 9-12 grade **
large print format
generous paragraph spacing
interest motivator: illustrations, games & puzzles

**Level provided by publisher.

DESCRIPTION: This booklet is divided into the following 8 units:

Unit 1: Job Hunting
Unit 2: Working in Stores
Unit 3: General Office Work
Unit 4: Specialized Office Jobs
Unit 5: Service Jobs
Unit 6: Working with Your Hands
Unit 7: Government Jobs
Unit 8: Research Skills on the Job

Each unit contains a review of vocabulary and reading and writing skills. Exercises are often in the form of games and puzzles. The text is generously illustrated to hold reader's interest.

COMMENTS: Excellent, interesting, and challenging book. Students learn and practice those reading and writing tasks that are actually performed in job situations, such as following directions, filling out forms, alphabetizing, proofreading, reading maps and road signs, taking notes, and writing messages.

TITLE: REAL LIFE READING SKILLS*

AUTHOR: Levin, B.

SOURCE: Scholastic Book Services
Far West Region
5675 Sunol Boulevard
Pleasanton, CA 94566

Order #: By title **Price:$** 2.95 **Copyright:**1981

SUBJECT AREA: Basic Reading Skills/Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS
develops self-worth concept
promotes world-of-work concept

INTENDED USE
student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS
paperbound
pages: 128
drawings/cartoons
photographs
B/W

READABILITY
reading level 5-6 **grade**
interest motivator: subject matter/illustrations

DESCRIPTION: A text/workbook containing 6 chapters which deal with consumer education information while addressing basic reading skill problems. Chapter titles include:

1. Reading Signs and Labels
2. Following Directions
3. Reading and Filling in Forms and Applications
4. Using Reference Material
5. Reading Newspapers
6. Consumer Education

Each chapter contains vocabulary and comprehension reviews along with review tests.

Comments: Excellent booklet. Material is well presented and the information is of value to all students. A good resource with which to practice reading skills.

*Available through VOICE: #06477

TITLE: RSVP WITH ETYMOLOGY*
(Books 1 and 2)
AUTHOR: Lewis, N.

SOURCE: AMSCO School Publications
315 Hudson Street
New York, NY 10013

Book 1: R234W
Order #: ISBN 0-87720-3955-4 **Price:** $ 4.40 each **Copyright:** 1981
Book 2: R241W ISBN 0-87720-398-9

SUBJECT AREA: Basic Reading/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format

INTENDED USE

student resource
individual instruction

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: Book 1: 266
Book 2: 282
drawings
B/W

READABILITY

reading level 8 grade
large print
generous paragraph spacing
interest motivator: reading-passages

DESCRIPTION:

Lessons are built around the core of concise, high-interest reading passages. These passages provide the content and motivation for learning the comprehension and vocabulary skills developed in the exercises.

The short exercises call for problem-solving as well as drill and review. Vocabulary words from the lessons become the basis for exercises in spelling, pronunciation, derived forms, several levels of meaning, and how words are constructed (etymology) and conclude with original use by the student.

Included in each volume are an index of all words taught in the book; an index of prefixes, roots, and suffixes; and review tests.

COMMENTS: Good text-workbooks to help students improve skills in reading, comprehension, pronunciation, spelling, and vocabulary. New words are used again and again throughout the book. Students learn how words are constructed and used and how they change form according to their position in a sentence.

*Available through VOICE : #06497

TITLE: SURVIVAL READING SKILLS FOR HEALTH

AUTHOR: Roth, Dorothea, and Roth, Julian

SOURCE: J. Weston Walch, Publisher
Box 658
Portland, ME 04104 Tel: (800) 341-6094

Order #: 03-4807-K2 **Price:$** 17.95 **Copyright:** 1980

SUBJECT AREA: Basic Reading Skills/Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

provides immediate feedback
topics are health related
develops reading skills in
vocabulary, literal, and
inferential comprehension

INTENDED USE

student resource
individualized instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

50 spirit masters, capable of producing 250-300 copies each

READABILITY

reading level 7 grade

DESCRIPTION:

Each of the 50 sheets is a self-contained reading comprehension lesson. Students read the material and answer questions based on the readings. Questions are multiple-choice, true-false, and fill-in. Topics include nutrition, exercise, first aid, insurance, smoking, safety, body mechanics, diets, shock, fever, medical forms, and others. The format is adult and, because the content is health related, highly motivating. Subject matter is current and consistent with majority views in the scientific community and government agencies. An achievement test is included and can be used as both a pretest and post-test.

COMMENTS:

An exciting way to teach basic skills with vocational relevance.

TITLE: TRACKDOWN:
SCOPE/LANGUAGE SKILLS 1
AUTHOR: Goldsweig, Beryl

SOURCE: Scholastic Book Services
Far West Region
5675 Sunol Boulevard
Pleasanton, CA 94566

Order #: By title　Price: $1.95　Copyright: 1970

SUBJECT AREA: Language/Communication Skills/Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 96
photographs
drawings/cartoons
B/W

READABILITY

reading level 3 grade
large print
double-column copy
generous paragraph spacing
interest motivator: mystery stories and clues

DESCRIPTION:

Short mystery stories which are solved by detectives Alex Ardley and Zeke Zurdley. Student exercises and activities contain additional clues to the mystery in addition to teaching correct speaking and writing skills. Some pages have no lessons with them. A radio play and picture mysteries are also included. Solutions are not given in the book. Students must check with the teacher.

COMMENTS:

Mystery stories are short and contain clever clues that relate to language skills. Excellent illustrations capture reader's interest. Culturally unbiased.

TITLE: TRIPLE TAKES*
(A series of 12--Books A--L)

AUTHOR: Berke, Arnell

SOURCE: Reader's Digest Services, Inc.
Educational Division
Pleasantville, NY 10570

Order #: B01-B12 **Price:$** 2.40 ea **Copyright:** 1979

SUBJECT AREA: Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

builds positive attitude toward reading

INTENDED USE

student resource
individual instruction
secondary level
supplemental reading program

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 64 each
drawings
color

READABILITY

reading level 3-8 grade-
(furnished by publisher)

high interest topics

DESCRIPTION: Triple Takes is designed to improve reading skills and build positive attitudes toward reading for students in intermediate through secondary schools. There are two books at each of the reading levels 3-8. Lessons represent three types of reading: recreational, functional, and content. Lessons are tied together into units under a common theme utilizing different content and approches to represent the three types of reading. Each lesson is followed by multiple-choice questions which focus on six vital reading skills: reading for a specific purpose, getting the main idea, noting details, making inferences, building vocabulary, and rereading to prove points.

Free Teacher's Guide with order of 25 or more. Request with order.

COMMENTS: Key features of the Triple Takes Program are: Directed Reading Activity, Standardized-Test Format, High-Interest Topics, Practice Lesson. The stories and illustrations are quite appealing.

*Books A and F and Teacher's Guide are available through VOICE: #06489.

TITLE: WORKING: STUDENT ACTIVITY SHEETS FOR SELECTED INTERVIEWS CONTAINED IN WORKING (and Teacher's Guide)

AUTHOR: Eakin, Miller, Talfy

SOURCE: The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, NJ 08903

Order #: See below. **Price:$** See below. **Copyright:** 1975

SUBJECT AREA: Basic Reading/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
teacher resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf
pages: 60
B/W

READABILITY

reading level 9 grade

DESCRIPTION:

Utilization of these materials requires the purchase of the book, Working, by Studs Terkel, which is available from Avon Books (paperback) for $2.25.

Materials were designed as a vocational reading program for English classes in a vocational curriculum. The focus of the manual is on 30 worker interviews.

	Order #	Price
Student Manual	EN-322	$3.50
Teacher's Manual	EN-323	$6.00

COMMENTS:

"Real world" situations provide relevant reading material for vocational and career education, especially for disadvantaged students.

IV

Career Education

Career Education

Career Education

Career Education

TITLE: APPLICATION FORMS

AUTHOR: Piltch

SOURCE: Frank E. Richards Publishing Co., Inc.
P.O. Box 66
Phoenix, NY 13135

Order #: 196 **Price:$** 2.50 **Copyright:** 1972

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 60±
B/W

READABILITY

reading level _____grade

DESCRIPTION:

Booklet shows a step-by-step approach to filling out employment application forms and promotes the understanding of important application words. There is no text material; stress is placed on the correct response to specific directions.

COMMENTS:

This student workbook is worded simply and provides many examples of application forms. Teacher must supply directions, but the step-by-step format makes it suitable for disadvantaged students who have poor reading skills.

TITLE: BO-CEC RESOURCE GUIDE, GRADES 7-9

AUTHOR: Huffman

SOURCE: Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, MN 55110

Order #: 707 **Price:$** 4.00 **Copyright:**

SUBJECT AREA: Basic Math Skills/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
teacher resource
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf
pages: 288
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level 9-10 grade

interest motivator: humorous illustrations

DESCRIPTION:

Designed to enrich classroom instruction while providing some information on careers. Units cover specific occupations and their relation to and reliance on math skills. White pages are the materials contained in student's text-workbook; blue pages contain answers correctly filled in; yellow pages contain teacher instructions.

COMMENTS:

Utilizes good motivational strategies. With some modification of vocabulary and long sentences, material is suitable for use with disadvantaged students having poor math backgrounds.

TITLE: CALIFORNIA OCCUPATIONAL GUIDE SERIES* and
MINI-GUIDE SERIES*

AUTHOR: State of California

SOURCE: Employment Development Department
Employment Data & Research MIC 57
800 Capitol Mall
Sacramento, CA 95814

Order #: By title Price:$ No charge Copyright:

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

teacher resource
student resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf

READABILITY

reading level _____grade

DESCRIPTION:

1) California Occupational Guide Series provides information on job duties, working conditions, training and entrance requirements, wages, advancement, finding a job. Series titles include Dental Assistant, Hospital Admitting Clerk, Medical Secretary/Medical Assistant, Nurse Aide, and Psychiatric Technician.

2) Mini-Guide Series provides simplified information on selected occupations that require little or no training, such as Home Health Aide and Physical Therapy Aide.

COMMENTS:

Good for counseling and recruiting purposes.

*Titles noted are available through VOICE: #02530.

TITLE: CALIFORNIA STUDENT AID COMMISSION COUNSELOR'S GUIDE 1982-83

AUTHOR:

SOURCE: California Student Aid Commission
1410 Fifth Street
Sacramento, CA 95814

Order #: By title **Price:$** free **Copyright:** 1981

SUBJECT AREA: Career Education

FEATURES FOR DISADVANTAGED STUDENTS

motivation to apply for financial aid to further education or vocational training

INTENDED USE

parent resource
teacher/counselor resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 77

READABILITY

reading level _____ grade

DESCRIPTION:

The booklet describes the various types of financial aid available to students and how to apply for the money. Teachers/counselors are informed about a free motivational color-slide-sound show, called "Prospecting in the Nineteen Eighties," that can be shown to students. The Cal Grant C Program is of special interest to health career educators, as it was developed solely to assist the vocationally oriented student to acquire a marketable job skill. Although Cal Grant C funds students in programs that are between four months and two years in duration, students in hospital-based nursing programs may be funded up to three years. Also describes loans for low-income disadvantaged students, Cal Grant B.

COMMENTS:

Everyone who works with high school students should have a copy.

TITLE: CALIFORNIA STUDENT FINANCIAL AID WORKBOOK

AUTHOR:

SOURCE: California Student Aid Commission
1410 Fifth Street
Sacramento, CA 95814

Order #: By title Price:$ free Copyright: 1981

SUBJECT AREA: Career Education

FEATURES FOR DISADVANTAGED STUDENTS

The information presented is important for disadvantaged students, but the manner of presentation will be difficult for them.

INTENDED USE

student resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 22

READABILITY

reading level College ~~grade~~

DESCRIPTION:

Explains to students who receive aid what contribution is expected of them and their parents, how to apply for financial aid, where financial aid comes from, and student's rights and responsibilities. Includes tables of college costs, examples of expected family contributions for one- and two-parent families, as well as student loan repayment schedules. Also included is a dictionary of terms which explains the many acronyms used in financial aid and a checklist for the student to use in moving through the application process.

COMMENTS:

Disadvantaged students will have difficulty using this workbook on their own. However, there are loans specifically targeted at low income and/or vocational students.

TITLE: CAREERS IN NURSING SERVICES* and CAREERS IN DENTAL HEALTH*

AUTHOR: State of California
Employment Development

SOURCE: Employment Data Research
Occupational Analysis Field Center
1525 S. Broadway, Room 233
Los Angeles, CA 90014

Order #: By title **Price:$** No charge **Copyright:** 1979

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

teacher resource
student resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

booklets - loose leaf
pages: 50 Nursing
19 Dentistry

READABILITY

reading level _____ grade

DESCRIPTION:

These two booklets are part of a series of guidance publications which identify a representative sample of entry occupations and potential career ladder positions in selected areas of work. The booklets outline employment prospects, training and hiring requirements, promotional opportunities, and employee benefits.

COMMENTS:

Booklets are intended for use by vocational counselors.

#06483--CAREERS IN NURSING SERVICES

*Both available through VOICE: #06484--CAREERS IN DENTAL HEALTH

TITLE: CAREER UNITS FOR EVERY STUDENT (CUES)

AUTHOR:

SOURCE:

CUES
Hollywood High School, Room 40
1521 N. Highland Avenue
Hollywood, CA 90028

Order #: By title Price:$Not available Copyright:N/A

SUBJECT AREA: Career Education/Language/Communication
Limited-English-Proficiency

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
develops world-of-work concept

INTENDED USE

teacher resource
student resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

READABILITY

reading level _____grade

DESCRIPTION:

Career Units for Every Student provides material and training for grade 10-12 NES/LES/ESL students in making career decisions. CUES helps students learn what career options are available, develop the language skills needed for their job applications and interviews, improve their job applications and interviews, and improve their self-concept as well as their ability to make future career decisions. Includes material for:

- •Dental Hygienist
- •Medical Assistant
- •Occupational Therapy Assistant
- •Paramedic
- •Liscensed Vocational Nurse
- •X-Ray Technologist

COMMENTS:

TITLE: CAREERWAYS: EXPLORING NONTRADITIONAL CAREER OPPORTUNITIES (7-10)

AUTHOR: Los Angeles Unified School District

SOURCE: Centers for Educational Improvement

Northern Center
5A County Center Drive
Oroville, CA 95965
(916)534-4208 - (916)534-4244

Central Center
100 Skyport Drive
San Jose, CA 95115
(408)947-6500

Southern Center
9300 East Imperial Hwy.
Downey, CA 90242
(213)922-6170

Order #:#FP 000270 Price:$Free loan Copyright:1980

SUBJECT AREA: Career Education

FEATURES FOR DISADVANTAGED STUDENTS

promotes self esteem
assists in development of early career awareness
explores nontraditional occupations

INTENDED USE

student resource
parent resource

MATERIAL FORMAT/ILLUSTRATIONS

instructional modules utilizing educational television, sound filmstrips, teacher's guides, student materials, and work sheets

READABILITY

reading level _____grade

DESCRIPTION:

Multimedia program can be used as self-contained units or 10-12 week guidance course. Of special interest to health careers educators are the following materials:

Catalog Number		Site
FD 001 732	Careerways: Teacher's Guide (7-10)	C/N/S
FM 000 308	Stereotyping and the World of Work Videotape	C
FM 000 309	You and the World of Work Videotape	C
FM 000 314	Careers in Health Care Videotape	C
FM 000 319	Careerways: Looking to the Future Videotape	C
FM 000 320	Stereotyping & the World of Work Sound Filmstrips	C/N/S
FM 000 326	Careers in Health Care Sound Filmstrip	C/N/S
FM 000 331	Careerways: Looking to the Future Sound Filmstrips	C/N/S
FM 000 332	Careerways: Study Prints	C/N/S

COMMENTS:

Very professional package; highly motivating.

TITLE: CODE BLUE

AUTHOR:

SOURCE: Modern Talking Picture Service
149 New Montgomery Street
San Francisco, CA 94105

Order #: By title Price:$ Free loan Copyright: 1970

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
develops world-of-work concept

INTENDED USE

teacher resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

16 mm film; 27 min.
color

READABILITY

reading level _____ grade

interest motivator: black doctor speaks to blacks about health careers

DESCRIPTION:

A color film on health careers for blacks and other minorities which shows why doctors are needed. Illustrates situations in which black doctors have been especially effective. Produced by the Health Resources Administration.

COMMENTS:

Useful for recruitment or motivational purposes. Emphasis on need for black doctors and other medical workers.

TITLE: DENTAL ASSISTING--A CAREER ON THE MOVE*

AUTHOR: Department of HEW

SOURCE:
Health Resources Administration
Office of Communication
3700 East-West Highway
Hyattsville, MD 20782

Order #: HEW/HRA 78-40 **Price:$** No charge **Copyright:** 1978

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource

MATERIAL FORMAT/ILLUSTRATIONS

foldout brochure
photographs
B/W

READABILITY

reading level _____grade

DESCRIPTION:

The brochure provides information on where accredited dental assisting programs are offered; admission requirements; curriculum; certification; the new concept of dental assistant; employment opportunities; earnings and benefits; and financial aid.

COMMENTS:

Good information for counselors and for use in recruiting.

*Available through VOICE: # 06475

TITLE: ENTERING THE WORLD OF WORK

AUTHOR: Kimbrell, G., and Vineyard, B.

SOURCE: McKnight Publishing Company
P.O. Box 2854
Bloomington, IL 61701

Order #: 5042
5043

Price: $ 12.77 text
Activity Manual 4.80 each

Copyright: 1978

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
promotes positive personal/social behavior
low reading level

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

hardcover
pages: 301
drawings/cartoons
photographs
B/W; one accent color

READABILITY**

reading level 2.5-3.5 grade

large print
generous paragraph spacing

**Level determined by Spache formula.

DESCRIPTION:

ENTERING THE WORLD OF WORK is designed to meet the needs of all students at every level of ability by using large print and simplified concepts. Important concepts are emphasized and illustrated. The material follows a logical sequence. Content includes: finding, applying for, and interviewing for jobs; getting along with the employer and co-workers; safety on the job; understanding yourself; living on your own; public services; and handling miscellaneous problems.

Activities Answer Key, #5045; no charge.

COMMENTS: Excellent book for students with poor reading skills. Writing is direct and specific. Sex and racial stereotyping is avoided. Interest level of material is appropriate for senior high school students.

TITLE: EXPLORING CAREER DECISION MAKING*

AUTHOR: Appalachia Educational Laboratory, Inc.

SOURCE: McKnight Publishing Co.
P.O. Box 2854
Bloomington, IL 61701

Order #: By title **Price:$** See below. **Copyright:** 1978

SUBJECT AREA: Career Education

FEATURES FOR DISADVANTAGED STUDENTS

teaches self-exploration, career exploration, career decision making, and career planning skills

INTENDED USE

student resource

MATERIAL FORMAT/ILLUSTRATIONS

hardbound
pages: 473
B/W photographs
cartoons

READABILITY

reading level 7 grade

DESCRIPTION:

Contains 15 career guidance units. Each unit contains an introduction, an overview, a list of key terms, major concepts, activities related to each concept, and a summary. Unit topics include occupational exploration, interests, work activities, work situations, credentials and competencies, aptitudes, career and leisure, and more. There is an accompanying activity book, as well as filmstrips and cassettes. Multi-ethnic photographs and cartoons are appealing, as are the non-traditional job depictions. The book provides complete coverage of how your life is shaped by your career.

	Order #	Price
Student Textbook	5801	$ 11.97
Teacher Edition	5802	26.00
Activity Book (Pkg. 10)	5803	9.96

COMMENTS:

*Available through VOICE: #06240

TITLE: EXPLORING HEALTH CAREERS

AUTHOR: Santitoro

SOURCE: The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, NJ 08903

Order #: HL-249 Price:$ 6.00 Copyright:

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf
pages: 129
photographs
B/W

READABILITY

reading level 7-9 grade

interest motivator: photos

DESCRIPTION:

A comprehensive listing and critique of 29 health occupations. Topics included are Description of Work, Personal Qualifications, Duties, Education, Training, Advancement, Future Employment, Earnings, Hours, Suggested Activities for High School Students, Visual Aids, Additional Information, and Bibliography.

COMMENTS:

Blacks are shown in most photos of health personnel on the job, which may expand career aspirations. Some occupations may not be applicable to the disadvantaged student; however, a number of assistant-type jobs are critiqued which do not require college degrees.

TITLE: GETTING AND HOLDING A JOB

AUTHOR: Schneider

SOURCE: Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, NY 13135

Order #: 120 **Price:** $2.50 **Copyright:** 1974

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 60
charts/graphs
B/W

READABILITY

reading level 7-8 grade

DESCRIPTION:

A comprehensive text-workbook developed for young adults entering the business world. After the exercises are completed, the book may be retained as a resource providing special information on such topics as fringe benefits, social security, unions, methods of salary payment, payroll deducations, federal income tax, and so forth. The booklet also includes quizzes.

COMMENTS:

The booklet is suitable for use with disadvantaged students, although the lack of illustrations and higher reading level may make it difficult for some.

TITLE: HAVE YOU CONSIDERED A HEALTH CAREER?

AUTHOR: Health Resources Administration

SOURCE: Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

Order #: HRA/76-622 **Price:** $1.50 **Copyright:** 1976

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

comic book

READABILITY

reading level _____grade

DESCRIPTION:

Have You Considered a Health Career? is in comic book format and depicts a variety of health careers, using minorities as the cartoon characters. Profiles of outstanding minority health professionals are featured throughout the book.

COMMENTS:

Comic book style may not interest all students.

TITLE: HEALTH CAREERS GUIDEBOOK

AUTHOR:

SOURCE: U.S. Department of Labor
Employment and Training Administration
Health Resources Administration
U.S. Government Printing Office
Washington, DC 20402

Order #: By title **Price:$** Available in public libraries **Copyright:** 1979 Fourth edition

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
student resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

pages: 221
paperbound

READABILITY

reading level -- grade

DESCRIPTION:

This guidebook contains:

--Overview of Health Field - including new and changing opportunities
--Career Planning - how to explore and choose health career possibilities; how to select school for training
--Financial Aid - detailed guide to find financing for health careers training
--Health Careers Calendar - chart depicting training time needed for specific health careers
--Individual Career Descriptions - 100 health occupation arranged by 16 areas
--Reference List - lists over 150 health organizations that provide health careers information

COMMENTS:

Excellent resource for quick reference and concise information. Can be found in most public libraries, or write to U.S. Government Printing Office.

TITLE: HEALTH CAREERS IN CALIFORNIA*

AUTHOR: State of California
Department of Health

SOURCE: 714 P Street
Sacramento, CA 95814

Order #: By title Price:$ No charge Copyright:

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

teacher resource
student resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

foldout brochure

READABILITY

reading level _____grade

DESCRIPTION:

Health Careers in California lists a wide array of health career opportunities and includes a description of job titles and minimum requirements and addresses where further information is available.

COMMENTS:

Good information for recruiting purposes or counseling. Makes a good wall pinup.

* Available through Voice: #06503

TITLE: HOW TO WRITE YOURSELF UP

AUTHOR: Wod

SOURCE: Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, NY 13135

Order #: 225 **Price:** $ 2.50 **Copyright:** 1977

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS
- develops world-of-work concept
- reinforces positive personal/social behavior

INTENDED USE
- student resource
- individual instruction
- group instruction
- secondary level

MATERIAL FORMAT/ILLUSTRATIONS
- stapled
- pages: 76
- charts/graphs
- B/W

READABILITY

reading level 5-7 grade

DESCRIPTION:

Provides instruction and practice in writing letters; filling out job application forms; applying for credit; installment buying; and completing social security, banking, postal service, and income tax forms.

COMMENTS: Simply written with numerous provisions for student responses. Illustrations are often of actual business forms which, combined with low reading level, make the publication suitable for use with students who have poor reading skills.

TITLE: IS NURSING FOR YOU?*

AUTHOR:

SOURCE: National Student Nurses' Association (NSNA)
10 Columbus Circle
New York, NY 10019

Order #: 42-109 Price:$ .25 Copyright: 1981

SUBJECT AREA: Health Occupations /Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

- teacher resource
- student resource
- secondary level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- pamphlet
- stapled
- pages: 12
- photographs
- B/W

READABILITY

reading level _____grade

DESCRIPTION: This pamphlet provides information about the nursing profession and about educational programs available to students who want to become registered nurses. The NSNA publication includes career planning guides and nursing recruitment programs for minority groups.

COMMENTS: Illustrations are not sex or racially biased.

* Available through Voice: #06503

TITLE: IT HAPPENED ON THE JOB

AUTHOR: Ackerman, Baygell, and Fishel

SOURCE: Globe Book Company, Inc.
50 West 23rd Street
NEW York, NY 10010

Order #: 0-87965-282-6 **Price:$** 4.57 (1-9) **Copyright:** 1979
3.81 (10 or more)

SUBJECT AREA: Basic Reading/Language/Communication/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
modifiable instructional format
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 186 student text
28 teacher's manual
photographs
color

READABILITY

reading level 3 grade

DESCRIPTION:

Twenty-five one-page stories designed to improve reading. Exercises following each story include:

Words to Know
Let's Write
Let's Talk
The _____'s Job
What Happened?
Another Name for the Story
Do You Know?
Review Sections

COMMENTS:

Stories are real and often involve work settings. Language skills are developed through vocabulary usage, reading comprehension, correct sentence structure, and fluency of oral expression.

TITLE: JANUS JOB PLANNER
Career Planning
AUTHOR: Jew, W., and Tong, R.
SOURCE: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title Price:$ 3.20 Copyright:1976

SUBJECT AREA: Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- develops self-worth concept
- reinforces positive personal/ social behavior
- provides immediate feedback

INTENDED USE

- individual resource
- teacher resource
- individual instruction
- group instruction
- secondary level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- paperbound
- pages: 88
- drawings
- charts/graphs
- B/W

READABILITY

reading level 2-3 grade

- large print
- double column
- generous paragraph spacing
- interest motivator: inventories

DESCRIPTION:

Workbook designed to help students make career and life decisions by exploring the options open to them. A series of simple, self-scoring inventories help students to assess their work-related interests, values, attitudes, and experiences. Help is also provided to make job choices, set goals for the future, and prepare a budget.

COMMENTS:

The practical content and mature look of the workbook make it appealing to both slow and better readers. Exercises are interestingly presented and provide immediate feedback.

TITLE: THE JOBS BOOK: HOW TO FIND AND KEEP A JOB

AUTHOR: Schapiro, Jeri

SOURCE: Scholastic Book Services
Far West Region
5675 Sunol Boulevard
Pleasanton, CA 94566

Order #: By title **Price:** $ 1.95 **Copyright:** 1976

SUBJECT AREA: Basic Reading/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
multi-ethnic photographs and illustrations

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 94
photographs
drawings/cartoons
B/W

READABILITY

reading level 4 grade
large print
double-column copy
generous paragraph spacing
interest motivator: illustrations and activities

DESCRIPTION:

Humorously written and illustrated to help young adults determine job interests and what work areas correspond to those interests. Practice exercises include: filling out a job application and other forms; how to handle oneself in many situations (on an interview, over the phone, in a letter, at an employment agency), and problems associated with the job.

COMMENTS:

Excellent booklet; provides valuable tips and ideas on how to get and keep a job. Written in an easy-to-read format with humorous illustrations and practical activities to improve job skills. Text is nonsexist.

TITLE: JOB SURVIVAL SKILLS

AUTHOR:

SOURCE: Interpretive Education, Inc.
2306 Winters Drive
Kalamazoo, MI 49002

Order #: 204 **Price:$** 29.95 **Copyright:** 1979

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
reinforces positive personal/social skills
high interest, low vocabulary

INTENDED USE

teacher resource
student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

filmstrip/cassette
color
length: 10 min.

READABILITY

reading level _____grade

DESCRIPTION: This filmstrip depicts a young male worker on his first job. He is told to ask questions and be careful to follow directions. He must learn to pace himself in order to work accurately, safely, and effectively. In learning to adjust to the new situation, he must make adjustments to his personal schedule to fit in with work hours and learn to get along with co-workers.

The difference between net and gross pay is explained, and tips are given for budgeting for necessities before spending money on luxuries.

An instructor's guide accompanies the filmstrip/cassette, giving suggestions on presentation and related activities. Vocabulary words introduced in the filmstrip are also itemized.

COMMENTS: Material is designed to help special needs learners develop at their own pace. The material is sequential and highly repetitive. A good teaching tool to help students become aware of skills needed to adjust to a new work situation. No sex or ethnic bias is present.

TITLE: LIFESKILLS: ME AND JOBS

AUTHOR: Hooker, D., and Fleming, A.

SOURCE: Educational Design, Inc.
47 West 13th Street
New York, NY 10014

Order #: AB 320
Price: $ 2.85
Copyright: 1974

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- develops world-of-work concept
- promotes positive personal/social skills
- provides immediate feedback
- modifiable instructional format

INTENDED USE

- student resource
- teacher resource
- individual instruction
- group instruction
- secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 93
B/W

READABILITY

reading level 5 grade

interest motivator: games

DESCRIPTION:

A skill-workbook designed to match interests and aptitudes through exploration. Contents include:

1. Me--My needs; hobbies; interests; aptitudes
2. Jobs--Task analysis; job briefs; job information
3. Me and Jobs--Interest checklist; job training and schools; getting a job; a car and a job
4. Applications and Interviews--Words on applications; simple and complicated forms; resumes; interviews; what the boss looks for; what to say

A teacher's guide is provided free with each order: minimum order of 10.

COMMENTS:

Material is applicable to nonoccupational course. Few questions have "right" or "wrong" answers. An interesting format to explore self-concepts. Workbook provides a valuable resource for students to keep once it has been completed.

TITLE: MEDICAL SERIES: NURSING CAREERS, ALLIED CAREERS IN DENTISTRY

AUTHOR: Datton, M., Kessler, M., and Smith, M.

SOURCE: The Maryland Vocational Curriculum Production Project
Western Maryland Vocational Resource Center
P.O. Box 5448, McMullen Highway
Cresaptown, MD 21502

Order #: By title Price: $4.50 Copyright: 1978
(includes 2 student books & teacher's supplement)

SUBJECT AREA Career Education/Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
cartoons are racially and sexually fair

INTENDED USE

student resource
parent resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
Nursing Careers
pages: 16
Allied Careers in Dentistry
pages: 19
Teacher's Supplement, 16 pages
B/W cartoons

READABILITY

reading level 10th grade

large print

DESCRIPTION

These learning activity packages describe the work and duties of nurses and dental assistants. They list the education and training required for the various levels of nursing and dental careers available and describe the personal qualifications necessary. Possibilities for advancement and employment are described for nurses and dental assistants. The LAPS format includes questions, crossword puzzles, and other activities designed to test student mastery of the material. There are suggested activities and field trips listed. The teacher's supplement provides answer keys for both booklets.

COMMENTS

TITLE: MERCHANDISING YOUR JOB TALENTS *

AUTHOR: State of California
Employment Development Department

SOURCE: 800 Capitol Mall
MIC 27A
Sacramento, CA 95814

Order #: DE 6068 **Price:$** See below. **Copyright:** 1981 reprint

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
develops self-worth concept

INTENDED USE

student resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 24
drawings
B/W

READABILITY

reading level _____grade

DESCRIPTION:

Merchandising Your Job Talents covers the following topics:

Self-appraisal
Preparing a resume
Suggested outline for your resume
Letter of application
Sources of job information
Planning your time
Job interview
Testing
After the interview

Cost: 5 copies free; additional copies at minimal cost.

COMMENTS:

A good student resource. Illustrations are not biased either sexually or racially.

*Available through VOICE: #06500

TITLE: MY JOB APPLICATION FILE
Third edition

AUTHOR: Kahn, C., Tong, R., and Jew, W.

SOURCE: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title Price: $ 2.45 Copyright: 1980

SUBJECT AREA: Career Education

FEATURES FOR DISADVANTAGED STUDENTS

promotes self-worth concept
reinforces positive personal/social behavior
provides immediate feedback

INTENDED USE

student resource
individual instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 48
photographs
drawings
B/W

READABILITY

reading level 2-3 grade

large print
interest motivator: job application blanks from well-known companies

DESCRIPTION:

This workbook is designed to help students learn how to fill in a typical job application form. Step-by-step exercises tell how to answer requests for information about their personal history, education, health, work experience, etc. Nine actual job application forms are included from such companies as McDonalds, Levi's, Pacific Telephone, and American Airlines.

Some of the topics covered include personal history, educational record, health record, paid and unpaid work experience, references, and resumes.

A teacher's manual is included free.

COMMENTS:

Students may practice what they learn by filling in the 9 applications. Good resource for students to keep and refer to when filling out their own job applications. Photographs are culturally and sexually unbiased. Students are shown doing nontraditional work.

TITLE: OUTAGAMIE COUNTY YOUTHPOWER PROGRAM*

AUTHOR: Dave Lovejoy

SOURCE: Youth Services, Inc.
106 N. Oneida Street
Appleton, WI 54912 (414) 731-0555

Order #: **Price:$** Free **Copyright:** 1980

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

clear, concise, to the point
directly relates to task at hand--finding a job

INTENDED USE

student resource - secondary or post-secondary levels

MATERIAL FORMAT/ILLUSTRATIONS

stapled manual
pages: 26

READABILITY

reading level 7 grade

DESCRIPTION:

Includes personal assessment; e.g., things I like to do, learning about myself. Also included is information about qualities employers look for, how to determine which personal qualities are work qualities, and where and how to look for work. There are sample applications to fill in, sample letters of application and resumes, and follow-up letters to model. Another section discusses the interview and how to prepare for it and what to do during and after the interview to increase your chances of getting the job. Frequently asked interview questions are included. A comic book on how to find a job is also included.

COMMENTS:

Excellent book. Definitely worth writing for a copy.

*Available through VOICE: #06476

TITLE: REAL LIFE EMPLOYMENT SKILLS

AUTHOR: Handel, R., and Angeles, E.

SOURCE: Scholastic Book Services
Far West Region
5675 Sunol Boulevard
Pleasanton, CA 94566

Order #: 30489 **Price:$** 2.95 **Copyright:** 1979

SUBJECT AREA: Life Skills/Consumer Education/Basic Reading Skills/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
promotes positive personal/social behavior

INTENDED USE

student resource
individual/group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 127
drawings
B/W; one color accent

READABILITY

reading level 9-12 grade **

large print format
generous paragraph spacing
interest motivator: illustrations, games, and puzzles

**Level provided by publisher.

DESCRIPTION: This booklet is divided into the following 8 units:

Unit 1: Job Hunting
Unit 2: Working in Stores
Unit 3: General Office Work
Unit 4: Specialized Office Jobs
Unit 5: Service Jobs
Unit 6: Working with Your Hands
Unit 7: Government Jobs
Unit 8: Research Skills on the Job

Each unit contains a review of vocabulary and reading and writing skills. Exercises are often in the form of games and puzzles. The text is generously illustrated to hold reader's interest.

COMMENTS: Excellent, interesting, and challenging book. Students learn and practice those reading and writing tasks that are actually performed in job situations, such as following directions, filling out forms, alphabetizing, proofreading, reading maps and road signs, taking notes, and writing messages.

TITLE: THE RIGHT JOB ... AND HOW TO GET IT

AUTHOR: Wiltsie, D.

SOURCE: Motivational Development, Inc.
P.O. Box 427
Bishop, CA 93414

Order #: By title **Price:$** 3.00 **Copyright:** 1978

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops positive personal/social behavior

INTENDED USE

student resource
group instruction

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 81
drawings/cartoons
B/W

READABILITY

reading level 7-8 grade

DESCRIPTION: This text-workbook is divided into two parts: Part I, "Choosing and Going After a Part-Time Job," and Part II, "Planning for a Meaningful Career." Principles and techniques for getting a part-time job are discussed in Part I. Part II requires self-analysis and subjective thinking.

A "surprise" mid-term exam, which is not in the textbook, forms a significant part of the entire course.

A teacher's manual and answer key are packaged together in a large envelope with the text-workbook.

COMMENTS: Instructors are encouraged to have the class proceed through the material in unison, allowing time for students to read and write their own answers. A discussion should follow to share answers to the questions and to promote fresh ideas.

TITLE: SECRETARIAL DENTAL ASSISTANT

AUTHOR: Douglass, Mary Ann

SOURCE: Delmar Publishers Co.
7625 Empire Drive
Florence, KY 41042

Order #: See below. **Price:$** See below. **Copyright:** 1976

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- develops world-of-work concept
- promotes development of psychomotor skills
- reinforces positive personal/social behavior

INTENDED USE

- student resource
- teacher resource
- individual instruction
- group instruction
- secondary level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- paperbound
- pages: 313
- drawings/cartoons
- photographs
- charts/graphs
- B/W

READABILITY

reading level 11.5 grade

double-column copy

DESCRIPTION:

Designed as a complete course to train the dental office worker. Topics covered include The Health Team, Telephone Communications, Appointment Control, Patient Records, Bookkeeping, Written Communication, Filing, Office Supplies, and Careers. A glossary is provided and terms are defined as introduced, although no pronunciation is given. Work sheets are included, and review questions are provided at the end of each unit. The teacher's guide contains answers and "helps."

	Order #	Price
Instructor's Guide	0350-5	$1.35
Student Text	0349-1	$7.65

COMMENTS:

Sex bias is shown, but race and culture are fairly presented. Text is thorough but tends to be wordy. Reading level is high but text is usable for nonmotivated students. Not an "easy" text.

TITLE: A SURVIVAL VOCABULARY
(series of 10 booklets)

AUTHOR:

SOURCE: Janus Books Publishers
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title **Price:$** See below. **Copyright:** 1978-1979

SUBJECT AREA: Language/Communication/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
individual instruction
group instruction

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
stapled
pages: 45 average each
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level 2 grade**

**Level determined by Spache.

DESCRIPTION: Designed to build vocabulary in the following 10 areas.

Clothing Language
Drugstore Language
Entertainment Language
Job Applications Language
Restaurant Language
Supermarket Language
Banking Language
Credit Language
Driver's Language
Medical Language

Price for each text is $2.75; word flash-card sets are available for each book at $1.50 each.

COMMENTS: Reading is suitable for disadvantaged students. Some books lack interesting content and may not provide sufficient motivation for older students. Flash cards can be made by the instructor.

TITLE: 200 WAYS TO PUT YOUR TALENT TO WORK IN THE HEALTH FIELD*

AUTHOR:

SOURCE: National Health Council, Inc.
70 W. 40th Street
New York, NY 10018

Order #: By title **Price:$** Free **Copyright:** 1981 Edition

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS
develops world-of-work concept

INTENDED USE
student resource

MATERIAL FORMAT/ILLUSTRATIONS
foldout brochure

READABILITY
reading level _____grade

DESCRIPTION: A pamphlet designed to give a brief overview of health careers. Also included is a list of 113 organization/association addresses where additional information on health careers can be obtained; organizations offering financial assistance are noted.

COMMENTS: Good short descriptions of health career positions are included under such headings as Dentistry, Clinical Laboratory, Health Services Administration, Health Information and Communication, Medicine, Nursing, and Technical Instrumentation.

*Available through VOICE: #06503

TITLE: WORKING: STUDENT ACTIVITY SHEETS FOR SELECTED INTERVIEWS CONTAINED IN WORKING (and Teacher's Guide)

AUTHOR: Eakin, Miller, Talfy

SOURCE: The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, NJ 08903

Order #: See below. **Price:$** See below. **Copyright:** 1975

SUBJECT AREA: Basic Reading/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
teacher resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf
pages: 60
B/W

READABILITY

reading level 9 grade

DESCRIPTION:

Utilization of these materials requires the purchase of the book, Working, by Studs Terkel, which is available from Avon Books (paperback) for $2.25.

Materials were designed as a vocational reading program for English classes in a vocational curriculum. The focus of the manual is on 30 worker interviews.

	Order #	Price
Student Manual	EN-322	$3.50
Teacher's Manual	EN-323	$6.00

COMMENTS:

"Real world" situations provide relevant reading material for vocational and career education, especially for disadvantaged students.

TITLE: YOU AND YOUR JOB INTERVIEW
(Two-part sound-filmstrip)
AUTHOR:
SOURCE: Guidance Associates
Communications Park, Box 3000
Mount Kisco, NY 10549
Toll free (800) 431-1242

Order #: 02066881-000 Price:$82.44 Copyright:1975

SUBJECT AREA: Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

2-35 mm filmstrips & cassettes
13-14 min. each, audible/inaudible signal
2-phonodiscs, 4s., 12 in., 33-1/3 rpm
color

READABILITY

reading level _____grade
interest motivator: realistic situations involving young adults

DESCRIPTION:

The principles of interviewing are presented through a series of four different job and everyday interview situations. The program is designed to help viewers:

- Understand the components of the job interview process.
- Understand that job interview elements occur in other life situations.
- Learn the skills needed to effectively and positively present themselves in a job interview.

Materials include a Teacher's Guide, including an outline of objectives, suggestions for further activities, and a script of the filmstrip; plus one set of catalog cards to be used in a library or resource file.

COMMENTS:

Attractively packaged. Balanced cultural and sexual presentations. Lively characterizations of interviewer/interviewee situations. Questions appear on the screen following each interview to stimulate discussion.

TITLE: YOUR FIRST WEEK ON THE JOB

AUTHOR:

SOURCE: Guidance Associates
Communications Park, Box 3000
Mount Kisco, NY 10549
Toll free (800) 431-1242

Order #: 02066501-000 **Price:$** 82.44 **Copyright:** 1972

SUBJECT AREA: Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

teacher resource
group discussion
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

2-35 mm filmstrips & cassettes
10-11 min. each, audible/inaudible signal
color

READABILITY

reading level _____grade

interest motivator: humorous episodes that illustrate subject matter

DESCRIPTION:

Filmstrips humorously portray anxieties and problems associated with the first week on the job. Topics covered include priorities, office manners, taking a phone call, office grooming, taking a break, and dealing with complaints.

Materials include Discussion Guide with filmstrip script, teaching objectives, program summary, suggested classroom activities and discussion questions; and a set of catalog cards for use in library or resource files.

COMMENTS:

Material should be used under the guidance of the instructor. Humorous situations should be used to elicit discussion. They are not intended to be emulated by students. Some of the "correct" office attire is a little dated.

V

Health Occupations

Health Occupations

WHIRRRRRRRRRRRRRRRRRRRRRR
EMERGENCY
-GARCIA-

Health Occupations

Health Occupations

TITLE:	APPOINTMENT CONTROL IN A TEAM DENTAL PRACTICE
AUTHOR:	U.S. Department of HEW Public Health Service
SOURCE:	Health Resources Administration Office of Communication 3700 East-West Highway Hyattsville, MD 20782

Order #: (HRA) 77-16 **Price:$** Minimum **Copyright:** 1976
$1.00 charge for each mail order.

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concepts
reinforces positive personal/social behavior

INTENDED USE

student resource
teacher resource
group instruction
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 38
drawings
charts/graphs
B/W

READABILITY

reading level 12 grade

interest motivator: illustrations of time-unit assignments

DESCRIPTION: The purpose of this guide is to present some basic principles of appointment control in a team practice and to serve as a reference for both dentist and receptionist. The guide is divided into the following 2 parts:

Part I: Appointment Planning - The Role of the Dentist

- A. Dictating Required Treatment
- B. Sequencing and Grouping Treatment
- C. Designating Priority Treatment
- D. Assigning Time Units
- E. Providing Guidelines for the Receptionist

Part II: Appointment Scheduling - The Role of the Receptionist

- A. Scheduling Patients in the Appointment Book
- B. Scheduling "Option" Time
- C. "Overlapping" Appointments
- D. Providing Daily Schedules
- E. Helpful Hints in Appointing Patients

COMMENTS: Excellent discussion of decision-making criteria in the area of appointment control to determine patient treatment requirements and allocation of appropriate staff time and material resources for maximum efficiency.

TITLE: BEING A NURSING AIDE/TRAINING THE NURSING AIDE

AUTHOR: Hospital Research and Educational Trust

SOURCE: Robert J. Brady Co.
Educational Publishers
Route 197
Bowie, MD 20715

Order #: By title **Price:** $ 8.95 **Copyright:** 1978

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
promotes development of psychomotor skills
modifiable instructional format

INTENDED USE

student resource
teacher resource
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 442 (Being a Nurse)
400 (Training the Nursing Aide)
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level 10 grade

DESCRIPTION:

Being a Nursing Aide contains a glossary, an index, and 18 chapters covering such topics as the working environment, patient care, food service, human anatomy and physiology, care of the dying patient, and medical terminology. The teacher's manual provides lesson plans and review questions.

COMMENTS:

Text is logically presented, simply written, well-illustrated, and designed to be manageable for all students.

TITLE: CALCULATING DOSAGES: A PROGRAMMED LEARNER FOR STUDENT NURSES

AUTHOR: Hare, M.

SOURCE: Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362

ERIC: ED 153 690
EDRS Order #: JC 78C 250
EDRS Hardcover Price: $2.06
(ERIC Document Reproduction Service) .83 Microfiche
Copyright: 1977

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

- provides immediate feedback
- modifiable instructional format

INTENDED USE

- student resource
- teacher resource
- individual instruction
- secondary (limited) level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- paperbound
- pages: 33
- drawings

READABILITY

reading level 12 grade

DESCRIPTION: A programmed workbook for using household, apothecary, and metric systems in calculating medication dosages. Six learning units cover the following topics: correct interpretation and use of symbols and abbreviations in different measuring systems; translation of equivalent weights and measures among different systems; dosage problems involving Roman numerals, decimals, fractions, proportions, etc.; calculation of correct dosages from one system into another; changing powdered drugs into solution form; and determination of exact dosages from multidose vials.

The workbook is intended for nursing students and contains pre-tests and learning exercises with memorization and self-test sections. Upon completion of each unit, students take the pre-test again and must complete it successfully before going on to subsequent units.

COMMENTS: Good practice exercises. Self-paced programmed instruction would be helpful for students with varied reading-level skills. There are few illustrations, but the content is clearly presented.

TITLE: CALIFORNIA OCCUPATIONAL GUIDE SERIES* and
MINI-GUIDE SERIES*

AUTHOR: State of California

SOURCE: Employment Development Department
Employment Data & Research MIC 57
800 Capitol Mall
Sacramento, CA 95814

Order #: By title Price:$ No charge Copyright:

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
develops world-of-work concept	teacher resource student resource secondary level post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS	READABILITY
loose leaf	reading level _____grade

DESCRIPTION:

1) California Occupational Guide Series provides information on job duties, working conditions, training and entrance requirements, wages, advancement, finding a job. Series titles include: Dental Assistant, Hospital Admitting Clerk, Medical Secretary/Medical Assistant, Nurse Aide, and Psychiatric Technician.

2) Mini-Guide Series provides simplified information on selected occupations that require little or no training, such as Home Health Aide and Physical Therapy Aide.

COMMENTS:

Good for counseling and recruiting purposes.

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*Titles noted are available through VOICE: #02530

TITLE: THE CANCER CHALLENGE*

AUTHOR: Meyer

SOURCE: J. Weston Walch, Publisher
Box 658
Portland, ME 04104

Order #: 01-4506 **Price:** $4.60 **Copyright:** 1981

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE
- teacher resource
- student resource
- individual instruction
- group instruction
- secondary level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS
- paperbound
- plastic spine
- pages: 108
- drawing/cartoons
- photographs/B/W
- tables

READABILITY

reading level 7-8 grade

interest motivator: subject matter

DESCRIPTION: The Cancer Challenge is designed to be an independent study course or for use in science or health courses. The objective of the book was to take the complicated, highly technical subject of cancer and present it in a form most students could identify with and comprehend.

The book presents an overview of the disease from different perspectives. Chapters on cellular and tissue levels look at biological aspects of cancer; the cause, incidence, and prevention of the disease show relationships between the affliction and one's life-style. Recent technological innovations in diagnosis and treatment are also included. Each chapter concludes with a set of questions to check understanding. A glossary of terms is also included.

COMMENTS: The book attempts to capture the natural curiosity and interest of secondary students and to advance a better understanding of the disease, cancer. Information is clearly presented. Illustrations are well done and enhance the written text.

*Available through VOICE: #06496

TITLE: CAREERS IN NURSING SERVICES* and CAREERS IN DENTAL HEALTH*

AUTHOR: State of California
Employment Development Department

SOURCE: Employment Data Research
Occupational Analysis Field Center
1525 S. Broadway, Room 233
Los Angeles, CA 90014

Order #: By title **Price:$** No charge **Copyright:** 1979

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

- teacher resource
- student resource
- secondary level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

booklets - loose leaf
pages: 50 Nursing
19 Dentistry

READABILITY

reading level _____grade

DESCRIPTION:

These two booklets are part of a series of guidance publications which identify a representative sample of entry occupations and potential career ladder positions in selected areas of work. The booklets outline employment prospects, training and hiring requirements, promotional opportunities, and employee benefits.

COMMENTS:

Booklets are intended for use by vocational counselors.

*Both available through VOICE: CAREERS IN NURSING SERVICE #06483
CAREERS IN DENTAL HEALTH #06484

TITLE: A CASEBOOK OF PROBLEMS OF THE AGED*

AUTHOR: Scribner

SOURCE: J. Weston Walch, Publisher
Box 658
Portland, ME 04104

Order #: 01-4609 **Price:** $ 3.95 **Copyright:** 1978

SUBJECT AREA: Life Skills/Consumer Education/Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

- reinforces positive personal/social values
- modifiable instructional format

INTENDED USE

- teacher resource
- student resource
- individual instruction
- group instruction
- secondary level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- paperbound
- plastic spine
- pages: 65
- drawings/cartoons
- B/W

READABILITY

reading level 9 grade

- interest motivator: case histories
- generous paragraph spacing

DESCRIPTION: A Casebook of Problems of the Aged is written for young people to use to study the problems of the aged. Case histories are presented within the context of five basic human rights, such as the right to a healthy life, a happy life, a busy life, a safe life, and a secure life.

Case histories within each of these five areas begin with background information. The problem is then introduced and is followed by questions and suggested activities. The questions cannot be answered with simple yes or no answers. Solutions to the problems depend upon decisions which go beyond conventional thinking and help young people look at the problems with an open mind.

COMMENTS: The book encourages young people to think of ways in which the long-living can help others and retain a meaningful role in society. The case histories present thought-provoking problems that should generate good oral discussions or written essays.

* Available through VOICE: #06491

TITLE: CHARTING WORKBOOK FOR VOCATIONAL NURSE TRAINING PROGRAM

AUTHOR:

SOURCE: Instructional Materials Center
Continuing Education
The University of Texas
Austin, TX 78712

Order #: By title   Price:$ 1.75   Copyright: 1955
Eleventh ed.: 1978

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
teacher resource
individual instruction
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
plastic spine
pages: 23+
charts

READABILITY

reading level 7 grade

instructions are in large-print format

DESCRIPTION:

Manual-workbook presents basic strokes in hand printing used by nurses to record observations on the patient's chart. Contents include: basic strokes for lettering, capital letters, small letters, and numerals; signs, symbols, and abbreviations; prefixes, suffixes, combining forms, and vocabulary used by vocational nurses; vocabulary practice; general rules for charting; suggested charting for admission and discharge.

COMMENTS:

Excellent workbook. Instructions and examples are clear and concise. Exercises are relevant to nursing profession.

TITLE: CODE BLUE

AUTHOR:

SOURCE: Modern Talking Pictures Service
149 New Montgomery Street
San Francisco, CA 94105

Order #: By title Price:$ Free loan Copyright: 1970

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
develops world-of-work concept

INTENDED USE

teacher resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

16 mm film; 27 min.
color

READABILITY

reading level _____grade
interest motivator: black doctor speaks to blacks about health careers

DESCRIPTION:

A color film on health careers for blacks and other minorities which shows why doctors are needed. Illustrates situations in which black doctors have been especially effective. Produced by the Health Resources Administration.

COMMENTS:

Useful for recruitment or motivational purposes. Emphasis on need for black doctors and other medical workers.

TITLE: COPY MASTERS ON BUILDING A BODY

AUTHOR: Emery

SOURCE: J. Weston Walch, Publisher
Box 658
Portland, ME 04104

Order #: 01-4504 **Price:** $7.50 **Copyright:** 1981

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format

INTENDED USE

teacher resource
student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose-leaf packet
pages: 26; copy masters
pages: 13; teacher's guide
drawings
B/W

READABILITY

reading level -- grade

reading material limited to directions only
interest motivator: diagrams

DESCRIPTION:

Copy Masters on Building a Body consists of 26 single pages of diagrams, each with its own exercise, intended for reproduction by dry copier or liquid duplicating machine. The set enables students to visualize the various systems of the human body. Students are required to name the major parts of each system as well as locate each part on a diagram. Body systems included in the set are sensory, nervous, skeletal, muscular, connective, circulatory, respiratory, digestive, endocrine, urinary, cutaneous, and reproductive. An outline of the human body is also included.

A teacher's guide provides teaching suggestions and strategies and a comprehensive answer section.

COMMENTS:

Excellent drawings and diagrams packaged in a large envelope for easy access. A valuable resource for individual instruction or display in the classroom. Also available in spirit duplicator masters: Order #03-4806; $10.25.

TITLE: THE DENTAL ASSISTANT*

AUTHOR: Richardson, R.; Barton, R.

SOURCE: Gregg/McGraw-Hill
8171 Redwood Highway
Novato, CA 94947

Order #:ISBN-052301-0
(52301-0)

Price:$ 21.95

Copyright: 1978
Fifth edition

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
reinforces positive personal/social behavior

INTENDED USE

student resource
teacher resource
group instruction
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

hardbound
pages: 758
photographs
drawings
B/W

READABILITY

reading level college
double-column format

DESCRIPTION: A textbook that provides a broad, general coverage of dentistry and specifics about fundamental procedures to reflect the increased opportunities and responsibilities of the position of dental assistant.

There are 30 chapters which cover the history of the dental profession; dental practices and procedures; dental anatomy and physiology; instruments and equipment--their care; radiology; oral surgery, anesthesia and pain control; and advanced dental procedures. A glossary is also provided.

COMMENTS: Well written; clear and accurate drawings and photographs supplement text. Reading level is very high for disadvantaged students.

*Available through VOICE: #06280

TITLE: DENTAL ASSISTING--A CAREER ON THE MOVE*

AUTHOR: Department of HEW

SOURCE: Health Resources Administration
Office of Communication
3700 East-West Highway
Hyattsville, MD 20782

Order #: HEW/HRA 78-40 **Price:$** No charge **Copyright:** 1978

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource

MATERIAL FORMAT/ILLUSTRATIONS

foldout brochure
photographs
B/W

READABILITY

reading level _____grade

DESCRIPTION:

The brochure provides information on where accredited dental assisting programs are offered; admission requirements; curriculum; certification; the new concept of dental assistant; employment opportunities; earnings and benefits; and financial aid.

COMMENTS:

Good information for counselors and for use in recruiting.

*Available through VOICE: #06475

141

TITLE: EASY STREET

AUTHOR:

SOURCE: Modern Talking Pictures Service
149 New Montgomery Street
San Francisco, CA 94105

Order #: By title **Price:$** Free loan **Copyright:**

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
develops world-of-work concept

INTENDED USE

administrative resource
teacher resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

16 mm film; 13 min.
color

READABILITY

reading level _____grade
interest motivator: successful black professionals in health careers

DESCRIPTION:

A color film on health careers for black students presented by the Health Resources Administration. Morrie Turner, creator of the "Wee Pals" comic strip introduces black professionals who have found satisfying careers in health as doctors (one male; one female), a public health nurse, and a respiratory therapist. Each person is shown in the actual work situation as he or she describes the motivation and preparation which lead to this career. Promotional material includes 2 spirit masters to be used by students in identifying health careers that match their interests.

COMMENTS:

Film would be useful for recruitment or motivational purposes. Contemporary situations are shown realistically, and job satisfaction is emphasized in a personal way.

TITLE: EXPLORING HEALTH CAREERS

AUTHOR: Santitoro

SOURCE: The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, NJ 08903

Order #: HL-249 Price:$ 6.00 Copyright:

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf
pages: 129
photographs
B/W

READABILITY

reading level 7-9 grade

interest motivator: photos

DESCRIPTION:

A comprehensive listing and critique of 29 health occupations. Topics included are Description of Work, Personal Qualifications, Duties, Education, Training, Advancement, Future Employment, Earnings, Hours, Suggested Activities for High School Students, Visual Aids, Additional Information, and Bibliography.

COMMENTS:

Blacks are shown in most photos of health personnel on the job, which may expand career aspirations. Some occupations may not be applicable to the disadvantaged student; however, a number of assistant-type jobs are critiqued which do not require college degrees.

TITLE: HAVE YOU CONSIDERED A HEALTH CAREER?

AUTHOR: Health Resources Administration
Superintendent of Documents
SOURCE: U.S. Government Printing Office
Washington, DC 20402

Order #: HRA/76-622 **Price:** $1.50 **Copyright:** 1976

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

comic book

READABILITY

reading level _____grade

DESCRIPTION:

Have you Considered a Health Career? is in comic book format and depicts a variety of health careers, using minorities as the cartoon characters. Profiles of outstanding minority health professionals are featured throughout the book.

COMMENTS:

Comic book style may not interest all students.

TITLE: HEALTH CAREERS GUIDEBOOK

AUTHOR:

SOURCE: U.S. Department of Labor
Employment and Training Administration
Health Resources Administration
U.S. Government Printing Office
Washington, DC 20402

Order #: By title

Price:$ Available in public libraries

Copyright: 1979
Fourth edition

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
student resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

pages: 221
paperbound

READABILITY

reading level -- **grade**

DESCRIPTION:

This guidebook contains:

--Overview of Health Field - including new and changing opportunities
--Career Planning - how to explore and choose health career possibilities; how to select school for training
--Financial Aid - detailed guide to find financing for health careers training
--Health Careers Calendar - chart depicting training time needed for specific health careers
--Individual Career Descriptions - 100 health occupations, arranged by 16 areas
--Reference List - lists over 150 health organizations that provide health careers information

COMMENTS:
Excellent resource for quick reference and concise information. Can be found in most public libraries; or write to U.S. Government Printing Office.

TITLE: HEALTH CAREERS IN CALIFORNIA*

AUTHOR: State of California
Department of Health

SOURCE: 714 P Street
Sacramento, CA 95814

Order #: By title Price:$ No charge Copyright:

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

teacher resource
student resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

foldout brochure

READABILITY

reading level _____grade

DESCRIPTION:

Health Careers in California lists a wide array of health career opportunities and includes a description of job titles and minimum requirements and addresses where further information is available.

COMMENTS:

Good information for recruiting purposes or counseling. Makes a good wall pinup.

*Available through VOICE: #06503

TITLE: HEALTH CLUSTER FOR SPECIAL NEED YOUNGSTERS IN THE MIDDLE SCHOOL

AUTHOR: Milligan

SOURCE: The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, NJ 08903

Order #: CE-321 **Price:** $ 6.00 **Copyright:**

SUBJECT AREA: Professional Resources/Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

teacher resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 84
B/W

READABILITY

reading level: professional

DESCRIPTION: This teacher's manual contains the essentials for development of a career education program on health occupations. It incorporates a "hands-on" type instructional approach in design which utilizes community resources to stimulate interest. The overall instructional approach is designed to bring interested students into the work-study program when they have reached the appropriate maturity.

COMMENTS: This manual is specifically designed for use with disadvantaged students. Necessary equipment and resources for the "hands-on" approach are listed with each set of objectives and tasks.

TITLE: HEALTH VOCABULARY WORK SHEETS (COPY MASTERS)

AUTHOR: Emery

SOURCE:
J. Weston Walch, Publisher
Box 658
Portland, ME 04104

Order #: 01-4507 **Price:**$ 7.50 **Copyright:** 1981

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format

INTENDED USE

teacher resource
student resource
individual instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose-leaf packet
pages: 26 work sheets

READABILITY

reading level _____grade

DESCRIPTION: This set of copy master work sheets covers the basic areas in health education classes. Each page of related terms gives the student an opportunity to deal with the vocabulary essential to an understanding of one specific area of health education. Topics covered are the human body and its function; diseases and conditions of the human body; consumer education; drugs and dependency-causing substances; and health services.

A teacher's section provides answers to the work sheets and teaching suggestions and strategies to help students grasp the vocabulary of health education.

Also available in spirit duplicating masters: Order #03-4809; $10.25

COMMENTS: Exercises include circling designated terms and filling in incomplete sentences with the correct vocabulary terms. These exercises should help students to learn correct terminology or review specific areas as the need arises.

TITLE: HELP!
First Steps to First Aid
AUTHOR: Canario, J., and Mathias, M.
SOURCE: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title Price:$3.10 Copyright: 1980

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
reinforces positive personal/ social behavior

INTENDED USE

student resource
teacher resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 65
drawings
B/W

READABILITY

reading level 2 grade

large print format
double-column copy
generous paragraph spacing
interest motivator: illustrations

DESCRIPTION:

Short chapters cover such topics as burns, bleeding, stings and bites, poisoning, shock, drug overdose. Leading questions direct student's attention to the main points to be learned in each chapter. A short review is included in each chapter and at the end. A final review and summing up of first-aid steps and first-aid supplies are also provided.

Teacher's manual included free.

COMMENTS:
Illustrations are sexually and culturally fair. Generous illustrations and limited amount of text would lend themselves to use with disadvantaged students who are poor readers.

TITLE: IS NURSING FOR YOU?*

AUTHOR:

SOURCE: National Student Nurses' Association (NSNA)
10 Columbus Circle
New York, NY 10019

Order #: 42-109 **Price:** $.25 **Copyright:** 1981

SUBJECT AREA: Health Occupations /Career Education

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
develops world-of-work concept	teacher resource student resource secondary level post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS	READABILITY
pamphlet stapled pages: 12 photographs B/W	reading level ____grade

DESCRIPTION: This pamphlet provides information about the nursing profession and about educational programs available to any person who wishes to become a registered nurse. The NSNA publication includes career planning guides and nursing recruitment programs for minority groups.

COMMENTS: Illustrations are not sex or racially biased.

*Available through VOICE: #06503

TITLE: LANGUAGE SKILLS FOR NURSING STUDENTS

AUTHOR:

SOURCE: Technical Skills Language Center
Language Arts Division
College of San Mateo
San Mateo, CA 94402

Order #: By title **Price:$** No price set by college **Copyright:** 1980

SUBJECT AREA: Language/Communication Skills/Health Occupations/Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format

INTENDED USE

student resource
teacher resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

pages: 53
paperbound

READABILITY

reading level 12 grade

double spacing
generous paragraph spacing

DESCRIPTION: This manual was created in cooperation with nursing instructors to improve the reading and writing skills of nursing students. It is designed to be used with tutorial assistance.

Topics covered: vocabulary-Latin and Greek roots; identifying and reading for the main idea; summarizing; writing ABC reports; and the 100 most commonly misspelled words.

The manual includes exercises for students to complete at their own pace.

COMMENTS: The manual was created by the staff of the Technical Skills Language Center in consultation with nursing instructors. The series of lessons should help students to read and write more effectively.

TITLE: THE MEDICAL ASSISTANT

AUTHOR: Cooper, Bredow

SOURCE: Gregg/McGraw-Hill
8171 Redwood Highway
Novato, CA 94947

Order #: ISBN-0-02-012751-4 (12751-4) **Price:** $ 16.95 **Copyright:** 1978 Fourth edition

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
teacher resource
group instruction
individual instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

hardbound
pages: 503
drawings
photographs
charts
B/W; some color plates

READABILITY

reading level 12 grade

DESCRIPTION:

This book provides a comprehensive description of the occupation of medical assisting. It presents a broad-scale picture of what medical assistants should know, what they should or should not do, how they should do it, and why.

New features include processing of office mail; handling of handicapped or elderly patients; outline of first-aid rules for ready reference; simplified recordkeeping, and color illustrations. Changes have been made to incorporate new equipment, instruments, supplies, forms, insurance programs, office and medical procedures, medication and drug regulations, and medical and nutritional principles.

COMMENTS: This book is to be used both as a text and as reference material. A companion workbook and instructor's manual are also available as learning-teaching aides. Because the reading level is high and the book is long, it may present problems for students who lack motivation and good reading skills. Content is well-presented.

TITLE: MEDICAL ASSISTING: TODAY'S CAREER FOR TOMORROW'S REWARD*

AUTHOR:

SOURCE: American Association of Medical Assistants (AAMA)
One East Wacker Drive, Suite 2110
Chicago, IL 60601

Order #: By title **Price:$** One free; additional copies .15 **Copyright:**

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS
develops world-of-work concept

INTENDED USE
student resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

foldout brochure

READABILITY

reading level _____grade

DESCRIPTION: This brochure describes medical assisting career opportunities, work environment, preparation and training requirements.

AAMA services include Guided Study Programs for home study; professional journals; seminars and workshops; and financial aid scholarships of $500 and interest-free loans.

COMMENTS:

*Available through VOICE: #06503

TITLE MEDICAL LANGUAGE
(A Survival Vocabulary)

AUTHOR Richey, J.

SOURCE Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title Price: $ 2.75 Copyright: 1980

SUBJECT AREA Health Occupations/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth
reinforces positive personal/social skills

INTENDED USE

student resource
teacher resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 48
drawings/cartoons
B/W

READABILITY

reading level 3 grade

large print
generous paragraph spacing
interest motivator: drawings & puzzles

DESCRIPTION

There are 5 units, each with its own pretest review and post-test. A guide to phonetic respellings is included. Medical Language concentrates on words that are important in finding one's way around and understanding what goes on at a medical center or hospital. Each word is phonetically respelled, defined, and used in a sentence when first introduced.

A teacher's manual is included free.

COMMENTS

Review exercises are interesting and designed to hold a student's interest. Exercises are suitable for poor readers. Illustrations are sexually and culturally unbiased.

TITLE: MEDICAL OFFICE PROCEDURES
College Series
AUTHOR: Bredow, Becklin, Sunnarborg

SOURCE: Gregg/McGraw-Hill
8171 Redwood Highway
Novato, CA 94947

Order #: ISBN-007441-0 **Price:** $13.50 (Text) **Copyright:** Second ed.: 1981

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
reinforces positive personal/social behavior

INTENDED USE

student resource
teacher resource
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 211
photographs
B/W
charts

READABILITY

reading level: college

interest motivator: simulation techniques

DESCRIPTION: In this second edition the main emphasis is on medical assistant, administrative, rather than medical assistant, clinical. Simulation techniques are provided for parts 2--6, which integrate skills and knowledge, using input from a variety of sources.

Contents include medical assistant's career, secretarial responsibilities; patient records; financial responsibilities; professional activities; specialization in medicine; facing the future; a reference section; and working papers.

Teacher's manual and key are free upon request with order.

COMMENTS: Reading level is high but format is clear and well-presented. The text-workbook incorporates realistic projects in the form of office-style jobs which become the basis of student files used in simulations.

TITLE	MEDICAL SERIES: NURSING CAREERS, ALLIED CAREERS IN DENTISTRY
AUTHOR	Datton, M., Kessler, M., and Smith, M.
SOURCE	The Maryland Vocational Curriculum Production Project Western Maryland Vocational Resource Center P.O. Box 5448 McMullen Highway Cresaptown, MD 21502

Order #: By title Price:$ 4.50 Copyright: 1978
(includes 2 student books & teacher's supplement)

SUBJECT AREA Career Education/Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
cartoons are racially and sexually fair

INTENDED USE

student resource
parent resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
nursing careers
pages: 16
Allied Careers in Dentistry
pages: 19
Teacher's Supplement, 16 pages
B/W cartoons

READABILITY

reading level 10th grade
large print

DESCRIPTION

These learning activity packages describe the work and duties of nurses and dental assistants. They list the education and training required for the various levels of nursing and dental careers available and describe the personal qualifications necessary. Possibilities for advancement and employment are described for nurses and dental assistants. The LAPS format includes questions, crossword puzzles, and other activities designed to test student mastery of the material. There are suggested activities and field trips listed. The teacher's supplement provides answer keys for both booklets.

COMMENTS

TITLE: METRICS FOR DENTAL ASSISTANTS*

AUTHOR: Cooper, G. S., and Magisos, J. H., Editors

SOURCE: Center for Vocational Education
Ohio State University
Columbus, OH 43210

ERIC: ED 134 757

EDRS Order #: CE009 758

EDRS Hardcover Price:$ 3.50

Copyright: 1976

(ERIC Document Reproduction Service) $ .83 Microfiche

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format
provides immediate feedback

INTENDED USE

student resource
teacher resource
individual instruction
group instruction
secondary (limited) level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

pages: 61
paperbound
drawings
charts/tables
B/W

READABILITY

reading level ____professional

interest motivator: informal introductory exercises

DESCRIPTION: An instructional package designed to meet the job-related metric measurement needs of students interested in becoming dental assistants. The package is one of five for health occupations and contains performance objectives, learning activities, exercises, tables, suggested teaching techniques, objective-based evaluation items, an answer page, a list of metric materials needed for activities, a list of suppliers, and references.

The package is divided into 5 units beginning with informal, hands-on experiences for students and includes occupational metric measurement tasks, recognizing and using metric instruments and tools, and exercises to give students practice in converting customary and metric measurements.

COMMENTS: Materials are adaptable to various teaching-learning styles. The package is designed for students who already know the occupational terminology, measurement terms, and tools currently in use. Material would be difficult for students with poor math/reading skills.

*Available through VOICE:#06487

TITLE: METRICS FOR LICENSED PRACTICAL NURSING

AUTHOR: Cooper, G. S., and Magisos, J. H., Editors

SOURCE: Center for Vocational Education
Ohio State University
Columbus, OH 43210

ERIC: ED 134 759

EDRS **Order #:** CE 009 760
(ERIC Document Reproduction Service)

EDRS Hardcover **Price:$** 3.50
.83 Microfiche

Copyright: 1976

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

- modifiable instructional format
- provides immediate feedback

INTENDED USE

- student resource
- teacher resource
- individual instruction
- group instruction
- secondary (limited) level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- pages: 61
- drawings
- charts
- paperbound
- B/W

READABILITY

reading level ____professional
interest motivator: informal introductory exercises

DESCRIPTION: An instructional package designed to help students acquire a core of knowledge to meet job-related metric measurement needs. The material is divided into 5 units. Unit 1 provides an informal introduction to the metric system with hands-on experiences. Units 2 through 5 include occupational measurement tasks, job-related metric equivalents, recognizing and using metric instruments and tools, and converting customary and metric measurements.

The package is one of five for health occupations and contains performance objectives, learning activities, exercises, tables, suggested teaching techniques, objective-based evaluation items, an answer sheet, a list of metric materials needed in the activities, a list of suppliers, and references.

COMMENTS: Materials are adaptable to a variety of teaching-learning styles. Students are encouraged to "think metric" and are given mental images for metric values. The package is designed for students who already know the occupational terminology, measurement terms, and tools currently in use. Would be difficult for students with poor math/reading skills.

TITLE: METRICS FOR NURSING (RN)

AUTHOR: Cooper, G. A., and Magisos, J. H., Editors

SOURCE: Center for Vocational Education
Ohio State University
Columbus, OH 43210

ERIC: Ed 134 761

EDRS **Order #:** CE 009 762 EDRS Hardcover **Price:$** 3.50 **Copyright:** 1976
(ERIC Document Reproduction Service) .83 Microfiche

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS
- modifiable instructional format
- provides immediate feedback

INTENDED USE
- student resource
- teacher resource
- individual instruction
- group instruction
- secondary (limited) level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS
- pages: 61
- paperbound
- drawings
- charts/tables
- B/W

READABILITY

reading level ____professional

interest motivator: informal introductory exercises

DESCRIPTION: An instructional package designed to meet the job-related metric measurement needs of nursing students. The package is one of five for health occupations and contains performance objectives, learning activities, exercises, tables, suggested teaching techniques, objective-based evaluation items, an answer page, a list of metric materials needed for activities, a list of suppliers, and references.

The package is divided into 5 units. The introductory unit contains informal, hands-on experiences for students. Additional units include recognizing and using metric instruments and tools, occupational metric measurement tasks, and exercises in converting customary and metric measurements.

COMMENTS: Materials are adaptable to various teaching-learning styles. The package is designed for students who already know the occupational terminology, measurement terms, and tools currently in use. Materials would be difficult for students with poor math/reading skills.

TITLE: MICROSLIDE LESSON SETS AND MICRO-VIEWER

AUTHOR:

SOURCE: National Teaching Aids, Inc.
120 Fulton Ave.
Garden City Park, NY 11040

Order #: By microslide-text number & subject area Price:$ See below. Copyright:

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

a series of microslide lesson sets for elementary school age slow learners
available in Spanish, French, Italian

INTENDED USE

teacher resource
individual/group instruction

MATERIAL FORMAT/ILLUSTRATIONS

text folders accompany each microslide
color microslides

READABILITY

reading level 11-12 grade

slow-learn sets 4-5 grade
large print
double column

DESCRIPTION: A long list of microslide lesson sets is available (write for catalog). A set of text folders accompanies each microslide to form a complete lesson set. Each microslide strip contains 8 color photomicrographs which appear exactly as seen through a microscope under ideal conditions. No color is added beyond the original staining of the specimen. The 9" high microslideviewer is made of high-impact styrene and has two focusing knobs, a lens, and a white reflector pad that produces a bright image in normal light.

Slide-Viewers: $3.95 ea (10+); $5.00 (1-9)
Microslides/Texts: $2.95 ea (1-4 copies of a title); per copy price decreases as number of copies increases.

COMMENTS: EXCELLENT teaching aid for health education instructors. Quality of slides and specimen reproduction is very high. Slide-viewer is a precision instrument and quite inexpensive. A 30-day preview set is available at no cost; specify subject area of interest (e.g., biology, life sciences, health education) or ask for catalog.

TITLE: MULTIPLE LEARNING STRATEGIES PROJECT: MEDICAL ASSISTANT

AUTHOR: Varney, B., et al.

SOURCE: Capital Area Career Center
Instructional Materials Services
Dissemination
611 Hagadorn Road
Mason, MI 48854

Order #: CE 017 569 Price: $20.75 Copyright: 1977

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

Programmed learning provides immediate feedback.
Students can work at their own speed.

INTENDED USE

individualized instruction
student resource

MATERIAL FORMAT/ILLUSTRATIONS

pages: 392
adult format
illustrations limited to cover

READABILITY

reading level 7th grade

DESCRIPTION:

This instructional package, developed for medical assisting students, contains twenty-six learning modules organized into three units: language; receptioning; and asepsis. Each module, or learning activity package, contains a list of objectives, necessary materials, and information presented in frames, with a statement, a question, and an answer. Difficult material is simplified with this format, which also includes summaries, fill-in tests, matching exercises, and word games, such as a word maze and bingo.

COMMENTS:

Excellent resource.

TITLE: THE NURSE ASSISTANT

AUTHOR: Donovan, Belsjoe, Dillon

SOURCE: Gregg/McGraw-Hill
8171 Redwood Highway
Novato, CA 94947

Order #: ISBN-017675-2 Price: $ 13.95 text
Instructors Manual $ 3.95
Copyright: 1978
Second edition

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
reinforces positive personal/social behavior

INTENDED USE

student resource
teacher resource
individual/group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 404
photographs
drawings
B/W

READABILITY

reading level 8 grade

double-column format
interest motivator: generous illustrations

DESCRIPTION: This revised edition has added two new chapters, "Care of the Geriatric Patient" and "Care of the Emergency Room Patient." Contents covered in the text include: interpersonal relations in patient care; orientation; anatomy and physiology; occupied and unoccupied units; equipment and supplies; safety; admission and discharge; temperature, pulse, respiration; personal care; food service; patient records; body mechanics; and patient care under various conditions.

COMMENTS: Excellent illustrations and content presentation; should assist poor readers in learning and understanding content.

TITLE: NURSE ASSISTANT CERTIFICATION*

AUTHOR: Eighmy, Lockhart, and Zeller

SOURCE: California Association of Health Facilities
1401 21st Street, Suite 202
Sacramento, CA 95814

Order #: By title
Price: $ 6.00
Copyright: 1978

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

- develops world-of-work concept
- develops self-worth concept

INTENDED USE

- student resource
- teacher resource
- secondary level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- paperbound
- pages: 244
- drawings
- B/W

READABILITY

reading level 12 grade

- large print
- generous paragraph spacing

DESCRIPTION:

This student workbook is designed to be used in a Nurse Assistant Training Program. The content includes sections on test-taking tips; commonly used abbreviations; the role and responsibility of a health team member; principles of safety and infection control; patient care skills; and the emotional, social, and spiritual needs of patients. Lessons on specific topics contain an overview, glossary of pertinent terms, a key content, and student learning activities. Critical skill work sheets are provided to measure objectives, demonstrate skills, practice skills, and evaluate performance.

COMMENTS:

A comprehensive, easily read text. Good illustrations. Emphasis is on improving care of the long-term-care patient.

*Available through VOICE : #06495

TITLE: PEDIATRIC ASSISTANT
(A program development guide)
AUTHOR: Keer, Peterson, and Gould

SOURCE: Program in the Health Occupations Education
The University of Iowa
135 Melrose Avenue
Iowa City, IO 52240

Order #: By title **Price:$** 1.50 **Copyright:**

SUBJECT AREA: Professional Resource/Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
administrator resource

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 85

READABILITY

reading level: professional

generous paragraph spacing
large-print format

DESCRIPTION: PEDIATRIC ASSISTANT is designed to assist in the development and implementation of programs which give technical-level preparation to pediatric assistants and pediatric team members. The contents include:

Purpose and use of the guide
Background for program development
The role of the pediatric assistant
Toward a philosophical framework
Some considerations for curriculum development
Potential students and career mobility
Elements of pediatric assistant program
Leadership of administrators in program development

COMMENTS: The guide is thoroughly researched and provides good and useful information for developing a program for training pediatric assistants.

RESOURCE/
SERVICE: PROGRAMS/COURSES IN NURSING, HEALTH, SAFETY, AND YOUTH SERVICE*

ADDRESS: American Red Cross
Local Chapters

TELEPHONE: (   ) Consult telephone book.

COST: $ See below.

SUBJECT AREA: Health Occupations/Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept

course material available in Spanish & braille

INTENDED USE

teacher resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

READABILITY

reading level _____grade

DESCRIPTION:

American Red Cross - local chapters offer:

- Multimedia standard first-aid course
- Cardiopulmonary resuscitation (CPR)
- Alcohol information module for teenagers
- Youth services program, e.g., a Good Grooming course (Sacramento Chapter)

Courses are taught by trained Red Cross volunteer instructors. A charge is made for course materials. Many materials are available in Spanish and braille.

COMMENTS:

*Information Packet available through VOICE: #06488

TITLE: PROJECT CORRELATE: Correlating Basic Science Information with Clinical Instruction in Dental Assisting*
AUTHOR: Rappahannock Associates
Amissville, Virginia
SOURCE: Health Resources Administration
Division of Dentistry, Bureau of Health Manpower
3700 East-West Highway
Hyattsville, MD 20782

Order #: (HRA) 80-6 **Price:$** Free **Copyright:** 1979

SUBJECT AREA: Health Occupation/Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
administrator resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 116

READABILITY

reading level _____professional

DESCRIPTION: A guide developed to link basic science instruction with clinical and technical instruction in the practice of dental assisting. The guide is intended for science instructors, clinical instructors, and program directors who are involved in the education of dental assistants.

The guide presents a method for correlating science information with clinical procedures and uses this method on 56 common dental assisting procedures from 4 competency areas: chairside assisting, chairside support, diagnostic aids, and laboratory procedures. The science information is organized according to 6 areas: anatomy/physiology, dental materials, pathology, radiology, microbiology, and pharmacology.

COMMENTS: Thorough analysis of dental assisting procedures which shows the connection between science instruction and dental assisting practice. Separates "nice to know" information from critical "need to know" science information.

*Available through VOICE: #06485

TITLE: RESOURCE GUIDE TO COMPETENCY-BASED VOCATIONAL EDUCATION: HEALTH OCCUPATIONS
AUTHOR: Foster, Phillip

SOURCE: Maryland Vocational Curriculum Production Project
Western Maryland Vocational Resource Center
P.O. Box 5448, McMullen Highway
Cresaptown, MD 21502

Order #: By title Price:$3.50 Copyright:1980

SUBJECT AREA Health Occupations/Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

this guide not prepared specifically for disadvantaged students

INTENDED USE

professional resource

MATERIAL FORMAT/ILLUSTRATIONS

READABILITY

reading level _____grade

DESCRIPTION

The guide is divided into three sections. The first includes occupational information taken from the Occupational Outlook Handbook which can be used for career guidance to students. The second section lists the most current curriculum materials, including films, filmstrips, learning activity packages, books, transparencies, course outlines, and guides. This section is arranged by occupation; i.e. registered/licensed practical nurse, dental assistant, medical assistant, and general health occupations. The last section provides a list and description of periodicals related to health occupations and a listing of addresses and phone numbers of health organizations; e.g., National Foundation for Cancer Research.

COMMENTS

Complete look at what is available in the field. Additional publications and services can be obtained by writing to the health organizations listed.

TITLE: SAFETY GUIDE FOR HEALTH OCCUPATIONS PROGRAMS*

AUTHOR: Little Company of Mary Hospital
Evergreen Park, Illinois

SOURCE: State of Illinois
Board of Vocational Education & Rehabilitation
Division of Vocational & Technical Education
1035 Outer Park Drive
Springfield, IL 62706

Order #: Bulletin No.50-1074 Price:$ No charge Copyright: 1973

SUBJECT AREA: Health Occupations/Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS
- promotes world-of-work concept
- develops self-worth concept

INTENDED USE
- student resource
- teacher resource
- secondary level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS
- stapled
- pages: 13
- drawings/cartoons
- B/W

READABILITY

reading level _____grade

DESCRIPTION: This booklet contains a list of rules for safety under the following sections: General Rules, General Fire Safety, Office-Clerical Safety, Epidemiology Programs, Radiology and Nuclear Medicine Safety, Nursing Safety, Laboratory Safety, Surgery Safety, Dietary Safety, Maintenance Safety, and Housekeeping Safety.

COMMENTS: Excellent, short, concise review of safety precautions and rules which all employees should know.

*Available through VOICE: #06503

TITLE: SECRETARIAL DENTAL ASSISTANT

AUTHOR: Douglass, Mary Ann

SOURCE: Delmar Publishers Co.
7625 Empire Drive
Florence, KY 41042

Order #: See below. **Price:**$ See below. **Copyright:** 1976

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- develops world-of-work concept
- promotes development of psychomotor skills
- reinforces positive personal/social behavior

INTENDED USE

- student resource
- teacher resource
- individual instruction
- group instruction
- secondary level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- paperbound
- pages: 313
- drawings/cartoons
- photographs
- charts/graphs
- B/W

READABILITY

reading level 11.5 grade

double-column copy

DESCRIPTION:

Designed as a complete course to train the dental office worker. Topics covered include: The Health Team, Telephone Communications, Appointment Control, Patient Records, Bookkeeping, Written Communication, Filing, Office Supplies, and Careers. A glossary is provided, and terms are defined as introduced, although no pronunciation is given. Worksheets are included and review questions are provided at the end of each unit. The teacher's guide contains answers and "helps."

	Order #	Price
Instructor's Guide	0350-5	$1.35
Student Text	0349-1	$7.65

COMMENTS:

Sex bias is shown, but race and culture are fairly presented. Text is thorough but tends to be wordy. Reading level is high, but text is usable for motivated students. Not an "easy" text.

TITLE: SUPPORTIVE NURSING PERSONNEL IN HOSPITALS AND OTHER HEALTH CARE FACILITIES*

AUTHOR: AHA Health Careers Series 2

SOURCE: American Hospital Association
840 North Lake Shore Drive
Chicago, IL 60611

Order #: By title **Price:$** Free **Copyright:** 1973

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

teacher resource
student resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

brochure

READABILITY

reading level _____ grade

DESCRIPTION:

This brochure describes the duties and training requirements of the following health careers:

Nursing Aide
Ward Clerk
Operating Room Technician
Psychiatric Aide

COMMENTS:

Good brochure for recruiting purposes.

170

*Available through VOICE: #06503

TITLE: SURVIVAL READING SKILLS FOR HEALTH

AUTHOR: Roth, Dorothea, and Roth, Julian

SOURCE: J. Weston Walch, Publisher
Box 658
Portland, ME 04104 Tel: (800) 341-6094

Order #: 03-4807-K2 **Price:$** 17.95 **Copyright:** 1980

SUBJECT AREA: Basic Reading Skills/Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

provides immediate feedback
includes health-related topics
develops reading skills in vocabulary and literal and inferential comprehension

INTENDED USE

student resource
individualized instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

50 spirit masters, capable of producing 250-300 copies

READABILITY

reading level 7 grade

DESCRIPTION:

Each of the 50 sheets is a self-contained reading comprehension lesson. Students read the material and answer questions based on the readings. Questions are multiple-choice, true-false, and fill-in. Topics include nutrition, exercise, first aid, insurance, smoking, safety, body mechanics, diets, shock, fever, medical forms, and others. The format is adult and, because the content is health related, highly motivating. Subject matter is current and consistent with majority views in the scientific community and government agencies. An achievement test is included and can be used as both a pre- and post-test.

COMMENTS:

An exciting way to teach basic skills with vocational relevance.

TITLE: 200 WAYS TO PUT YOUR TALENT TO WORK IN THE HEALTH FIELD*

AUTHOR:

SOURCE: National Health Council, Inc.
70 W. 40th Street
New York, NY 10018

Order #: By title **Price:$** Free **Copyright:** 1981 Edition

SUBJECT AREA: Health Occupations/Career Education

FEATURES FOR DISADVANTAGED STUDENTS
develops world-of-work concept

INTENDED USE
student resource

MATERIAL FORMAT/ILLUSTRATIONS
foldout brochure

READABILITY
reading level _____grade

DESCRIPTION: A pamphlet designed to give a brief overview of health careers. A list of 113 organization/association addresses where additional information on health careers can be obtained is also included; organizations offering financial assistance are noted.

COMMENTS: Good short descriptions of health career positions are included under such headings as: Dentistry, Clinical Laboratory, Health Services Administration, Health Information and Communication, Medicine, Nursing, and Technical Instrumentation.

*Available through VOICE : #06503

TITLE: VISUAL MASTERS ON HUMAN ANATOMY

AUTHOR: Oelrich

SOURCE: J. Weston Walch, Publisher
Box 658
Portland, ME 04104

Order #: 01-4800
Price: $12.00
Copyright: 1973

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format

INTENDED USE

- student resource
- teacher resource
- individual instruction
- secondary level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose-leaf packet
pages: 48 visual masters
pages: 59 visual master instruction sheets & glossary
drawings: B/W

READABILITY

reading level -- grade

interest motivator: large drawings/diagrams

DESCRIPTION:

Visual Masters on Human Anatomy consists of a packet of drawings/diagrams of body systems. Each diagram has a matching explanatory sheet which also lists suggested activities and questions to ask. The body systems represented on the visual masters are skeletal, muscular, vascular, respiratory, digestive, and reproductive. Also included is a miscellaneous section depicting the brain, spinal cord, neuron, ear, eye, endocrine glands, and urinary structures.

Also available in transparencies: Order #01-4800%; $38.00

COMMENTS:

Large, high-quality diagrams on 8½ x 11" sheets of paper. Excellent illustrations for teaching and review purposes.

TITLE: WARD CLERK SKILLS

AUTHOR: Rambo

SOURCE: Gregg/McGraw-Hill
8171 Redwood Highway
Novato, CA 94947

Order #: ISBN-051176-4 **Price:** $ 7.95 **Copyright:** 1978

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
reinforces positive personal/social behavior

INTENDED USE

student resource
teacher resource
individual/group instruction

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 147
photographs
drawings
B/W

READABILITY

reading level 11 grade

double-column format
small print

DESCRIPTION: Text is divided into 14 chapters, each of which contains review questions and student activities. Contents cover orientation to the hospital setting; medical terminology; communication responsibilities; clerical responsibilities in obtaining and maintaining services; medical records; admissions and discharges; transcribing doctor's orders; medication orders; orders for laboratory tests; diagnostic procedures/special therapies; nursing treatments and surgical orders; and progression to unit manager.

Instructor's Manual and Key is free upon request with order.

COMMENTS: Reading level may be difficult for students with poor reading skills. No sex or ethnic bias is shown.

TITLE: WHAT CAN YOU DO?

AUTHOR:

SOURCE: Modern Talking Picture Service
149 New Montgomery Street
San Francisco, CA 94105

Order #: By title **Price:$** Free loan **Copyright:** 1974

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
develops world-of-work concept

INTENDED USE

teacher resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

16 mm film; 26 min.
color

READABILITY

reading level _____grade
interest motivator: Spanish-speaking youth in health career situations

DESCRIPTION:

A color film produced by the Health Resources Administration. Shows that young people from Spanish-speaking communities must aspire to careers as physicians, dentists, nurses, other health professionals, and health care technicians. Recent graduates describe how they overcame obstacles and started health careers.

COMMENTS:

Good recruitment and motivational film. Emphasis on providing good health care for the Spanish-speaking population of the U.S.

TITLE: WHERE I WANT TO BE—THE STORY OF A WOMAN DENTIST

AUTHOR:

SOURCE: Modern Talking Picture Service
149 New Montgomery Street
San Francisco, CA 94105

Order #: By title Price:$ Free loan Copyright: 1973

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
develops world-of-work concept

INTENDED USE

teacher resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

16 mm film; 28 min.
color

READABILITY

reading level _____grade

DESCRIPTION:

A color film produced by the Health Resources Administration. Describes the career advantages of dentistry to women. Emphasizes the growing need for women in the dental field as dentists, specialists, researchers. Depicts life of minority women, also, in dental careers and the satisfaction obtained from working with people.

Also Available:
#52 Health Care
#61 Medical and Health Care
#12777 The Pressure's On
#11899 The Wellness Revolution
#11360 A Different Approach
#20117 But Doctor, You Said....

COMMENTS:

Motivational film to get women interested in dentistry as a career. Film is sometimes scratched.

TITLE: THE WORLD OF HEALTH OCCUPATIONS: A TWO-YEAR COOPERATIVE PROGRAM

AUTHOR: Purdy

SOURCE: The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, NJ 08903

Order #: HL-293 **Price:** $ 7.00 **Copyright:**

SUBJECT AREA: Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS
modifiable instructional format

INTENDED USE
teacher resource

MATERIAL FORMAT/ILLUSTRATIONS
plastic spine
pages: 134
B/W

READABILITY
reading level professional ~~grade~~

DESCRIPTION:

Detailed outline of course content in a two-year cooperative health occupations program. Topics include orientation to health occupations, personal and community health, growth and development of the person, legal aspects, body structure and functions, related skills, and nutrition. Topical areas include suggestions for student and teacher activities and desired behavioral outcomes. Also included are recommended visual aids, textbooks, and community resources.

COMMENTS:

Teachers of disadvantaged students may find this material helpful in developing health occupations programs. Student activities and demonstrations call for many discussion sessions, which should improve student communication skills.

VI

Language / Communication Skills

Language / Communication Skills

Language / Communication Skills

Language / Communication Skills

TITLE: ALL IN A DAY'S WORK

AUTHOR: Baygell and Ackerman

SOURCE: Globe Book Company, Inc.
50 West 23rd Street
New York, NY 10010

Order #:0-87065-927-8 **Price:**$ 4.57 (1-9) **Copyright:**1974
3.81 (10 or more)

SUBJECT AREA: Basic Reading/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
reinforces positive personal/social behavior

INTENDED USE

student resource
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 200
drawings/cartoons
photographs
B/W

READABILITY

reading level 6-7 grade

interest motivator: subject of the stories

DESCRIPTION:

Seventeen short stories (less than 1 page each) about ordinary people in real-life situations. Exercises designed to check and improve comprehension follow each story.

Exercises include Words to Know; Which Came First?; Another Name for the Story; What Happened?; Sentences to Finish; What Do you Think?; Do You Know?; Let's Rhyme; Let's Write; Let's Talk; The Job; You Might Say; and Who Might Use?

A teacher's guide contains answers to exercises, hints, and suggestions for use.

COMMENTS:

Interesting short stories. Exercises include crossword puzzles, rhymes, words to unscramble, and a selected group designed to promote better comprehension and proper grammar.

TITLE: CAREER UNITS FOR EVERY STUDENT (CUES)

AUTHOR:

SOURCE: CUES
Hollywood High School, Room 40
1521 N. Highland Avenue
Hollywood, CA 90028

Order #: By title Price:$Not available Copyright:N/A

SUBJECT AREA: Career Education/Language/Communication
Limited-English-Proficiency

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
develops self-worth concept develops world-of-work concept	teacher resource student resource secondary level

MATERIAL FORMAT/ILLUSTRATIONS	READABILITY
	reading level _____grade

DESCRIPTION:

Career Units for Every Student provides material and training for grade 10-12 NES/LES/ESL students in making career decisions. CUES helps students learn what career options are available, develop the language skills needed for their job applications and interviews, improve their job applications and interviews, and improve their self-concept as well as their ability to make future career decisions. Includes material for:

- Dental Hygienist
- Medical Assistant
- Occupational Therapy Assistant
- Paramedic
- Licensed Vocational Nurse
- X-Ray Technologist

COMMENTS:

TITLE: CENTERS FOR EDUCATIONAL IMPROVEMENT

Northern Center
Office of Butte County
Supt. of Schools
5A County Center Drive
Oroville, CA 95965
(916) 534-4208
(916) 534-4244

Central Center
Office of Santa Clara
County Supt. of Schools
100 Skyport Drive
San Jose, CA 95110
(408) 947-6500

Southern Center
Office of L.A. County
Supt. of Schools
9300 East Imperial Hwy.
Downey, CA 90242
(213) 922-6170

Order #: **Price:$** **Copyright:**

SUBJECT AREA: Professional Resources/Basic Reading/Math/Language Skills

FEATURES FOR DISADVANTAGED STUDENTS

includes multiplicity of diagnostic/ prescription projects in basic skills areas
includes career awareness and guidance programs

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 103
+ supplement

READABILITY

reading level: professional

DESCRIPTION: Each of the three centers serves public and nonpublic educators, by region, providing free information and technical assistance on exemplary programs in all areas of the curriculum, pre-kindergarten through grade 12. All programs have been validated for educational effectiveness, cost effectiveness, and adaptability. A free catalog is available on request, listing and describing all programs by major subject area. Additionally, the Center maintains a computerized catalog system which can locate program information, by subject area, grade level, or title of project, author, or district. An overview of many projects is available on videotape and can be obtained by sending a blank videotape to the Center with your request. If duplicate materials have been filed with the project, they will be sent on loan if requested.

Materials that were developed for any demonstration project in California are available at the Center, free of charge. Visits to demonstration sites may be arranged by the Centers. They will also provide in-service training to help set up the program.

COMMENTS: Call for a free catalog. Ask about the Center's Workshops for Implementing Planned Change.

TITLE: CONTROLLED COMPOSITION IN ENGLISH AS A SECOND LANGUAGE*

AUTHOR: Paulston, C.; and Dykstra, G.

SOURCE: Regents Publishing Company, Inc.
2 Park Avenue
New York, NY 10016

Order #: 18070 Price: $Not available Copyright: 1973

SUBJECT AREA: Limited-English Proficiency/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
individual/group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 92

READABILITY

reading level 9-12 grade

interest motivator: Content of reading passages

DESCRIPTION:

A textbook to teach composition to foreign students whose approximate achievements in English would correspond to an overall score of 550 or better on the TOEFL examination (Testing of English as a Foreign Language). The emphasis is on the mechanics of English: grammar, sentence structure, idiomatic usage, spelling, and punctuation, along with exercises using transition words, parallelism, and outlining.

The text consists of 65 model passages and a series of 122 steps or instructions for students to follow in rewriting the models. Each step covers a specific language pattern or grammar rule. Each step consists of two parts: Situation and Assignment, which create a setting for the rewriting. A "List of Steps and Model Passages," along with reference material in the appendices, reinforces features covered in the text.

COMMENTS:

The text represents a new approach to teaching and learning writing by writing. The teacher acts as a guide, helping students to progress at an individual rate through an ordered but limited number of steps. This allows for a correction system which takes only a few moments of teacher time per composition.

*Available through VOICE : #06501

TITLE: ENGLISH FOR EVERYDAY LIVING

AUTHOR: Reitman, N.; and Pellati, S.

SOURCE: Ideal Publications
11000 South Lavergne Avenue
Oak Lawn, IL 60453

Order #: 6550 **Price:$** 10.50 **Copyright:** 1976

SUBJECT AREA: Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

Reinforces positive and personal/social behavior by showing people of both sexes and many races at work and in school

INTENDED USE

student resource - secondary and post-secondary

MATERIAL FORMAT/ILLUSTRATIONS

hardbound
pages: 216
illustrations include drawings, cartoons, photographs

READABILITY

reading level 6 grade

DESCRIPTION:

The book includes chapters on specific writing skills; i.e. capitalization, punctuation, sentence and paragraph structure. It also includes chapters on how to fill out forms (employment application, credit cards, public aid, etc.), how to use the library, how to read the newspaper, how to understand current vocabulary, and how to use language in practical ways.

COMMENTS:

Useful for young adults who lack rudimentary skills but can read on a middle school level. Book includes table of contents and index.

TITLE: ENGLISH THAT WE NEED

AUTHOR: Prevo

SOURCE: Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, NY 13135

Order #: 109 Price:$ 2.50 Copyright:

SUBJECT AREA: Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
reinforces positive personal/ social behavior

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 60
drawings/cartoons
B/W

INTENDED USE

student resource
individual instruction
group instruction
secondary level

READABILITY

reading level 5-6 grade

DESCRIPTION:

Booklet contains 11 chapters and covers alphabet, capital letters, dictionary, sentences, contractions, abbreviations, homonyms, paragraphs, friendly letter, business letters, and oral English. Chapters consist of simple explanations followed by a series of related exercises. Two achievement tests are included.

COMMENTS:

Specifically designed to provide instruction in grammar for students who need such training.

TITLE: ENGLISH USAGE DRILLS AND EXERCISES--Programmed for the Typewriter, Second Edition

AUTHOR: Brendel and Leffingwell

SOURCE: Gregg/McGraw-Hill
8171 Redwood Highway
Novato, CA 94947

Order #: 07485-2 **Price:$** 4.98 **Copyright:** 1977

SUBJECT AREA: Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
promotes development of psychomotor skills
provides immediate feedback

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 128

READABILITY

reading level _____grade

generous paragraph spacing
interest motivator: format

DESCRIPTION:

A programmed text-workbook divided into 20-minute lessons. Appropriate for individualized or group instruction in the fundamentals of English grammar. Emphasis is placed on subject-verb agreement and pronoun-antecedent agreement. It can be used on a typewriter or with a card and pencil.

Self-tests are included to check progress.

COMMENTS:

Format is interesting and inviting. A useful way to improve grammar skills.

TITLE: EVERYDAY READING AND WRITING

AUTHOR: Laubach, Kirk, and Laubach

SOURCE: New Readers Press
Box 131
Syracuse, NY 13201

Order #: By title   Price:$ 5.50   Copyright: 1976

SUBJECT AREA: Basic Reading/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 272
photographs
charts/graphs
B/W

READABILITY

reading level 6 grade

DESCRIPTION:

Designed to augment reading and writing skills. Text introduces reader to reading materials used in everyday living, such as newspapers, signs, personal and business letters, maps.

COMMENTS:

Good resource for students with poor reading background.

TITLE: THE GETTING ALONG SERIES OF SKILLS (series of 5)

AUTHOR: Mooney

SOURCE: Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, NY 13135

Order #: See below. Price:$ See below. Copyright: 1964-1965

SUBJECT AREA: Life Skills/Basic Reading-Math-Language

FEATURES FOR DISADVANTAGED STUDENTS
- develops self-worth concept
- develops world-of-work concept
- reinforces positive personal/social behavior

INTENDED USE
- student resource
- group instruction

MATERIAL FORMAT/ILLUSTRATIONS
- stapled
- pages: + 65 each
- drawings/cartoons
- B/W

READABILITY

reading level 3-4 grade

interest motivator: cartoons

DESCRIPTION:

A series of 5 volumes, incorporating reading, spelling, arithmetic, good grooming, and interpersonal skills into vocationally-oriented lessons.

Volume titles are:		Order #	Price (1978)
Vol. I	After School Is Out	121	$ 2.50
Vol. II	Al Looks for a Job	122	2.50
Vol. III	A Job at Last	123	2.50
Vol. IV	Money in the Pocket	124	2.50
Vol. V	From Tires to Teeth	125	2.50

COMMENTS: Materials are of a general vocational nature. May be useful with disadvantaged students who have poor basic skills. Teachers should check details, especially the pronunciation guide, which seems misleading with some vocabulary words.

TITLE: INDIVIDUAL CORRECTIVE ENGLISH

AUTHOR: Warner, Price, Miller

SOURCE: McCormick-Mathers Publishing Company
Florence, KY 41042

Bk 2: ISBN 0-800-90801-5
Bk 3: ISBN 0-800-90803-1
Order #: **Price:$** Not available **Copyright:** 1977
Bk 4: ISBN 0-800-90808-2

SUBJECT AREA: Limited English Proficiency/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

Modifiable instructional format

INTENDED USE

student resource
secondary level
individual instruction

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 67 Bk 2
95 Bk 3
97 Bk 4
B/W with blue accent color

READABILITY

reading level _____ **grade**

large-print format
generous paragraph spacing

DESCRIPTION:

These three student workbooks deal with similar content but become progressively more difficult, from Book 2 to Book 4. The workbooks are divided into units, each of which has its own lessons or exercises. Topics covered include capital letters, sentences, punctuation, and using the right word. Each unit has its own review section; a final review and inventory is also included. The table of contents contains a score chart for each lesson or exercise.

Answers to all lessons and inventories are in a teacher's manual for each book.

COMMENTS:

Good workbook for practice and review. Explanations for the lessons or exercises are very short and easily understood.

TITLE: INSTRUCTIONAL ACTIVITIES IN BASIC SKILLS FOR FAMILY AND CONSUMER EDUCATION*

AUTHOR:

SOURCE: Vocational Education Department
Sacramento City Unified School District
1619 N Street
Sacramento, CA 95814

Order #: By title
Price:$
Copyright: 1980

SUBJECT AREA: Basic Reading/Math/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

basic skills centered around family/consumer education topics

INTENDED USE

student resource
individual instruction

MATERIAL FORMAT/ILLUSTRATIONS

loose-leaf packet
Xerox copied
pages: 65

READABILITY

reading level 9-12 grade

DESCRIPTION: A packet designed by the school district teachers to improve basic skills within the framework of a particular subject area. Instructional units include:

- Fractions Unit & Answer Key
- Decimal Unit & Answer Key
- Consumer Math & Answer Key - verbal problems
- Writing Unit - expository writing
- Language Unit & Answer Key
- Reading Unit & Answer Key
- Whole Numbers Unit & Answer Key

COMMENTS: Good instructional packet to use for extra practice or brushup on basic skills. Although the central theme is family and consumer education, it would be useful for any student in any subject. Each unit could be used separately.

*Available through VOICE: #06498

TITLE: INTERPERSONAL COMMUNICATIONS
(50 COPY MASTERS)

AUTHOR: Church, Gade

SOURCE: J. Weston Walch, Publisher
Box 658
Portland, ME 04104

Order #: 01-1911 **Price:** $12.00 **Copyright:** 1979

SUBJECT AREA: Life Skills/Basic Reading Skills/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format
develops self-worth concept
reinforces positive personal/social behavior

INTENDED USE

student resource
teacher resource
individual instruction
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose-leaf packet
pages: 50
drawings/cartoons
charts
B/W

READABILITY

reading level -- **grade**

interest motivator: games & interesting activities

DESCRIPTION:

This set of 50 activity sheets requires students to perform some type of written action or response. All exercises require reading, writing, vocabulary and English skills. Monologues, dialogues, and group action encourage listening, writing, and verbal skills. Career and occupational skills are integrated into the exercises, along with personality and self-image, and communication-awareness skills.

Also available in spirit duplicator masters: Order #03-1911; $17.95.

A teacher's guide is included in the packet.

COMMENTS:

This material is appropriate for many classes and ages, from junior high to adult. The variety of projects makes it possible to tailor material for individualized use or group discussion. Students should enjoy the interesting activities.

TITLE: IT HAPPENED ON THE JOB

AUTHOR: Ackerman, Baygell, and Fishel

SOURCE: Globe Book Company, Inc.
50 West 23rd Street
New York, NY 10010

Order #: 0-87965-282-6 **Price:$** 4.57 (1-9)
3.81 (10 or more) **Copyright:** 1979

SUBJECT AREA: Basic Reading/Language/Communication/Career Education

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
develops world-of-work concept modifiable instructional format reinforces positive personal/social behavior	student resource individual instruction group instruction secondary level post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS	READABILITY
paperbound pages: 186 student text 28 teacher's manual photographs color	reading level 3 grade

DESCRIPTION:

Twenty-five one-page stories designed to improve reading. Exercises following each story include:

- Words to Know
- Let's Write
- Let's Talk
- The _____'s Job
- What Happened?
- Another Name for the Story
- Do You Know?
- Review Sections

COMMENTS:

Stories are real and often involve work settings. Language skills are developed through vocabulary usage, reading comprehension, correct sentence structure, and fluency of oral expression.

TITLE: LANGUAGE SKILLS FOR NURSING STUDENTS

AUTHOR:

SOURCE: Technical Skills Language Center
Language Arts Division
College of San Mateo
San Mateo, CA 94402

Order #: By title
Price:$ No price set by college
Copyright: 1980

SUBJECT AREA: Language/Communication Skills/Health Occupations/Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format

INTENDED USE

student resource
teacher resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

pages: 53
paperbound

READABILITY

reading level 12 **grade**

double spacing
generous paragraph spacing

DESCRIPTION: This manual was created in consultation with nursing instructors to improve the reading and writing skills of nursing students. It is designed to be used with tutorial assistance.

Topics covered: vocabulary--Latin and Greek roots; indentifying and reading for the main idea; summarizing; writing ABC reports; and the 100 most commonly misspelled words.

The manual includes exercises for students to complete at their own pace.

COMMENTS: The manual was created by the staff of the Technical Skills Language Center in consultation with nursing instructors. The series of lessons should help students to read and write more effectively.

TITLE MEDICAL LANGUAGE
(A Survival Vocabulary)

AUTHOR Richey, J.

SOURCE Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title Price:$ 2.75 Copyright: 1980

SUBJECT AREA Health Occupations/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth
reinforces positive personal/ social skills

INTENDED USE

student resource
teacher resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 48
drawings/cartoons
B/W

READABILITY

reading level 3 grade

large print
generous paragraph spacing
interest motivator: drawings & puzzles

DESCRIPTION

There are 5 units, each with its own pretest review and post-test. A guide to phonetic respellings is included. Medical Language concentrates on words that are important in finding one's way around and understanding what goes on at a medical center or hospital. Each word is phonetically respelled, defined and used in a sentence when first introduced.

A teacher's manual is included free.

COMMENTS

Review exercises are interesting and designed to hold a student's interest. Exercises are suitable for poor readers. Illustrations are sexually and culturally unbiased.

TITLE: MORE ENGLISH THAT WE NEED

AUTHOR: Prevo

SOURCE: Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, NY 13135

Order #: 155 **Price:$** 2.50 **Copyright:** 1968

SUBJECT AREA: Basic Reading/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
drawings/cartoons
B/W

READABILITY

reading level 5-6 grade
generous paragraph spacing

DESCRIPTION:

Workbook contains units on punctuation marks, correct usage, written English, and oral English. Step-by-step exercises are complete with simple assignments and illustrations.

COMMENTS:

Useful for students with poor communication skills. Workbook stresses reading skills and correct English usage.

TITLE: NEW AMERICAN ENGLISH
Book One

AUTHOR: Alesi, Pantell, Gardiner

SOURCE: Sadlier-Oxford
A Division of William H. Sadlier, Inc.
11 Park Place
New York, NY 10007

Order #: ISBN 0-87105-0327-6 **Price:$** Not available **Copyright:** 1972

SUBJECT AREA: Limited English Proficiency/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

written for adult students

INTENDED USE

individual/group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 149
drawings
B/W

READABILITY

reading level 2 grade
interest motivator:
illustrations are of adults
generous paragraph spacing

DESCRIPTION:

New American English, Book One, is from a newly revised series consisting of four books. Book One has 25 lessons containing the basic structures, vocabulary, and speech patterns needed for effective control of the language. There are five units based upon such topics as people, the home, family life, everyday events, and the neighborhood. Each unit has its own review.

The instructor reads the repetition and conversation sections of each lesson to the class and students repeat these sections in concert. Students then complete the exercises which accompany each lesson.

COMMENTS:

Good, unbiased illustrations of adults in everyday situations. Lessons require a great deal of involvement on the part of the instructor. Material is written on a low reading level but uses adult themes.

TITLE: PAL PRACTICAL LIVING SERIES: READ IT RIGHT and GET IT DOWN IN WRITING

AUTHOR: Mooney

SOURCE: Xerox Education Publications
P.O. Box 2639
Columbus, OH 43216

Order #: By title **Price:**$ 2.05 **Copyright:**1977
Spirit Master Set $3.95

SUBJECT AREA: Basic Reading/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
develops world-of-work concept
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
drawings/cartoons
charts/graphs
color
pages: 48

READABILITY

reading level 4.5 grade

double-column copy
generous paragraph spacing
interest motivator: comic book format

DESCRIPTION:

Consumable color comic books which can be completed within two hours by most students. Chapter headings include:

Look It Up (classified ads, yellow pages, dictionary)
Reading Time Charts
Following Written Directions (menus, common signs)
Adding Up the Ads
Ordering by Mail
Reading Graphs
Writing a Better Letter
Fill 'er Up (job applications, opening charge accounts)
Giving Written Directions

A set of 16 spirit duplicating masters for extra practice can be ordered separately.

COMMENTS:

Contemporary humorous illustrations create interest and motivation. Examples and activities relate well to concepts presented. Some sex stereotyping of roles.

TITLE: RSVP WITH ETYMOLOGY*
(Books 1 and 2)
AUTHOR: Lewis, N.

SOURCE: AMSCO School Publications
315 Hudson Street
New York, NY 10013

Book 1: R234W
Order #: ISBN 0-87720-3955-4 **Price:** $ 4.40 each **Copyright:** 1981
Book 2: R241W ISBN 0-87720-398-9

SUBJECT AREA: Basic Reading/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional formal

INTENDED USE

student resource
individual instruction

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: Bk 1: 266
Bk 2: 282
drawings
B/W

READABILITY

reading level 8 grade
large print
generous paragraph spacing
interest motivator: reading-passages

DESCRIPTION:

Lessons are built around the core of a concise, high-interest reading passage. These passages provide the content and motivation for learning the comprehension and vocabulary skills developed in the exercises.

The short exercises call for problem-solving as well as drill and review. Vocabulary words from the lessons become the basis for exercises in spelling, pronunciation, derived forms, several levels of meaning, and how words are constructed (etymology) and conclude with original use by the student.

Included in each volume is an index of all words taught in the book, an index of prefixes, roots, and suffixes, and review tests.

COMMENTS: Good text-workbooks to help students improve skills in reading, comprehension, pronunciation, spelling, and vocabulary. New words are used again and again throughout the book. Students learn how words are constructed and used and how they change form according to their position in a sentence.

*Available through VOICE: #06497

TITLE: A SURVIVAL VOCABULARY
(series of 10 booklets)

AUTHOR:

SOURCE: Janus Books Publishers
2501 Industrial Parkway, West
Hayward, CA 94545

Order #: By title   Price:$ See below.   Copyright: 1978-1979

SUBJECT AREA: Language/Communication/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
individual instruction
group instruction

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
stapled
pages: 45 average each
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level 2 grade**

**Level determined by Spache

DESCRIPTION: Designed to build vocabulary in the following 10 areas:

Clothing Language
Drugstore Language
Entertainment Language
Job Applications Language
Restaurant Language
Supermarket Language
Banking Language
Credit Language
Driver's Language
Medical Language

Price for each text is $2.75; word flash card sets are available for each text at $1.50 each.

COMMENTS: Reading is suitable for disadvantaged students. Some texts lack interesting content and may not provide sufficient motivation for older students. Flash cards can be made by the instructor.

TITLE: TRACKDOWN:
SCOPE/LANGUAGE SKILLS 1
AUTHOR: Goldsweig, Beryl

SOURCE: Scholastic Book Services
Far West Region
5675 Sunol Blvd.
Pleasanton, CA 94566

Order #: By title Price:$ 1.95 Copyright: 1970

SUBJECT AREA: Language/Communication Skills/Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 96
photographs
drawings/cartoons
B/W

READABILITY

reading level 3 grade
large print
double column copy
generous paragraph spacing
interest motivator: mystery stories and clues

DESCRIPTION:

Short mystery stories which are solved by detectives Alex Ardley and Zeke Zurdley. Student exercises and activities contain additional clues to the mystery in addition to teaching correct speaking and writing skills. Some pages have no lessons with them. A radio play and picture mysteries are also included. Solutions are not given in the book. Students must check with the teacher.

COMMENTS:

Mystery stories are short and contain clever clues that relate to language skills. Excellent illustrations capture reader's interest. Culturally unbiased.

TITLE: VOCATIONAL ENGLISH
(series of 3 texts)
AUTHOR: Jochen and Shapiro

SOURCE: Globe Book Company Inc.
50 West 23rd Street
New York, NY 10010

Order #: By title **Price:$** 4.00/each **Copyright:** 1975-1
1978-2
1975-3

SUBJECT AREA: Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
develops world-of-work concept
reinforces positive personal/
social behavior

INTENDED USE

student resource
teacher resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: ± 275/text
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level 7-8 grade

DESCRIPTION:

A series of 3 texts on Vocational English. Teacher's manual contains sample lesson plans and exercise and test answers. Units begin with a pretest, include a section called "Applying Your Knowledge," and end with an "Achievement Test." Units are designed to develop skills in communication, getting along with people, writing letters/reports, dictionary usage, and a technical/general vocabulary.

COMMENTS:

Books are well-structured and encourage self-teaching. The content is interesting and relevant, quite suitable for disadvantaged students.

TITLE: VOCATIONAL RELATED ENGLISH: A CURRICULUM GUIDE

AUTHOR: Spann

SOURCE: State Department of Vocational and Technical Education
Curriculum and Instructional Materials Center
1515 West Sixth Avenue
Stillwater, OK 74074

Order #: By title **Price:$** See below. **Copyright:** 1972

SUBJECT AREA: Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf
pages: 1300±
charts/graphs
B/W

READABILITY

reading level 4-6 grade

interest motivator: word games and puzzles

DESCRIPTION:

Thirty-six units of instruction covering the following areas: general vocational material, capitalization, punctuation, parts of speech, the sentence, and usage. Units include objectives, suggested activities, instructional materials, information sheets, and assignment sheets.

Price: $10.00 student manual; $15.00 teachers manual

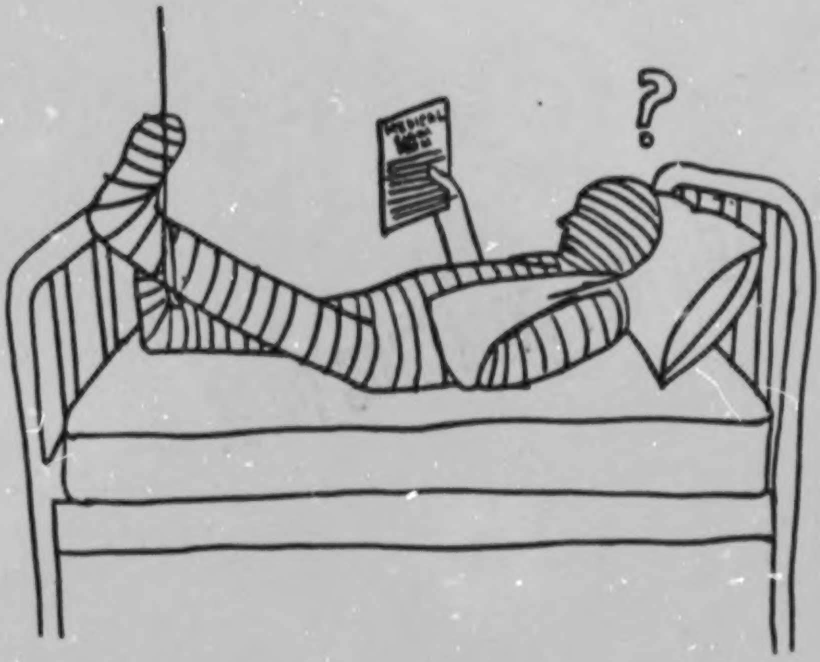
COMMENTS:

Material includes word games and puzzles suitable for disadvantaged students. As a teacher resource the material is appropriate for remedial English in a vocational program or for vocationally oriented English in a regular classroom.

VII

Life Skills/Consumer Education

Life Skills/Consumer Education



Life Skills/Consumer Education

Life Skills/Consumer Education

TITLE: ABOUT BUYING ON CREDIT

AUTHOR: Pieslak

SOURCE: Vocational-Technical Curriculum Laboratory
Rutgers State University
Bldg. 4103 - Kilmer Campus
New Brunswick, NJ 08903

Order #: BE-327 **Price:**$4.00 **Copyright:** 1975

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
individual instruction
group instruction

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 27
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level 7-8 grade

interest motivator: subject matter

DESCRIPTION:

A brief manual about buying on credit, useful for any student who needs intermediate reading material. Topics include the essentials of charge accounts and other store credit plans, credit cards, installment buying, and borrowing money. Lessons consist of an information section, a list of vocabulary words and meanings, and assignments or review questions.

COMMENTS:

Some sample forms are included which make the material useful for individual as well as group instruction.

TITLE: ACTIVITIES FOR EXPLORING CONFLICT AND AGGRESSION
(50 COPY MASTERS)

AUTHOR: Abrams, Schmidt

SOURCE: J. Weston Walch, Publisher
Box 658
Portland, ME 04104

Order #: 01-7458 Price: $12.00 Copyright: 1978

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

reinforces positive personal/social behavior
modifiable instructional format

INTENDED USE

teacher resource
student resource
individual & group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose-leaf packet
pages: 50
drawings/cartoons
B/W

READABILITY

reading level -- grade
interest motivator: real-life situations

DESCRIPTION: This packet of material is designed to give students the opportunity to understand human needs, behavior of self and others, how conflict originates and escalates, and what alternative methods are available for dealing with it. Students also learn how to apply conflict-management skills to help resolve conflicts in a more functional manner. The use of real-life situations from both home and school settings makes the material relevant to young people today. Topics include: Behavior and Misbehavior; Basic Human Needs/Unmet Needs; Forces that Shape and Affect Behavior; Causal and Surface Approaches; Deeds and Consequences; Body Language: Clues to Your Behavior; Definition, Management, and Analysis of Anger; Sources; Analysis, Barriers, and Management of Conflict, etc.

COMMENTS:

Exercises/activities are interestingly presented and offer a variety of approaches. A teacher's guide provides objectives, procedures, and suggested supplementary activities.

TITLE: APPLICATION FORMS

AUTHOR: Piltch

SOURCE: Frank E. Richards Publishing Co., Inc.
P.O. Box 66
Phoenix, NY 13135

Order #: 196 **Price:** $ 2.50 **Copyright:** 1972

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 60±
B/W

READABILITY

reading level _____ grade

DESCRIPTION:

Booklet shows a step-by-step approach to filling out employment application forms and promotes the understanding of important application words. There is no text material; stress is placed on the correct response to specific directions.

COMMENTS:

This student workbook is worded simply and provides many examples of application forms. Teacher must supply directions, but the step-by-step format makes it suitable for disadvantaged students who have poor reading skills.

TITLE: APPLIED MATHEMATICS FOR BUSINESS AND HOME

AUTHOR: Justus

SOURCE: Esp, Inc.
1201 E. Johnson, Box 5037
Jonesboro, AR 72401

Order #: A27 **Price:** $5.00 **Copyright:**

SUBJECT AREA: Basic Math Skills/Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 24
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level 6 grade

DESCRIPTION:

A book of 24 liquid duplicating masters with a chart to correlate texts with work sheets.

Work sheets, with answers on teacher's side of master copy, include:

1. Checking Account
2. Proving Checking Account
3. Piecework Wages
4. Time Wages
5. Commission
6. Installment Buying
7. Savings Account
8. Family Budget
9. Automobile Ownership & Operation
10. Owning and Maintaining a Home
11. Depreciation
12. Profit and Loss
13. Profit, Gross and Net
14. Mark-up on Cost
15. Cash Discount
16. Real Estate Taxes
17. Sales Tax
18. Income Taxes
19. Social Security Taxes
20. Unemployment Taxes
21. Trade Discounts
22. Interest
23. Discounting Notes
24. Checking Bills and Statements

COMMENTS:

Activities are challenging. Student learns through participation. Excellent supplementary materials. 206

TITLE: BE INFORMED
(series of 18)

AUTHOR:

SOURCE: New Reader Press
Box 131
Syracuse, NY 13201

Order #: By unit (See below.) **Price:** $1.20 each **Copyright:** 1970-1978

SUBJECT AREA: Life Skills/ Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
provides immediate feedback

INTENDED USE

student resource
individual instruction
group instruction

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 40 ±
photographs
charts/graphs
B/W

READABILITY

reading level 4-6 grade

DESCRIPTION: Eighteen independent self-contained study units. Titles include, BE INFORMED on:

	Order #			Order #	
Personal Credit	401-8	1976	Marriage	412-3	1974
Buying a Car	402-6	1975	Using Measurements	413-1	1970
Owning a Car	403-4	1976	Wise Buying	414-X	1970
Buying a House	404-2	1977	Using the Library	415-8	1971
Personal Insurance	405-0	1978	Money	416-6	1971
Renting a Place to Live	406-9	1977	Drugs	417-4	1976
News Media	408-5	1976	Nutrition	418-2	1973
Banking	410-7	1977	Population	419-0	1974
Mental Retardation	411-5	1970	Pollution	420-4	1974

Free 8-page Teacher's Guide with order of 10 or more units.

COMMENTS: Some units may be used as supplemental resources in vocational classes. Reading level was determined by developers using the Gunning Fog Index. Each unit contains an answer key.

TITLE: BUDGETING

AUTHOR:

SOURCE: Follett Publishing Company
1010 W. Washington Blvd.
Chicago, IL 60607

Order #: See below. **Price:$** See below. **Copyright:** 1977

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 63
charts/graphs
B/W

READABILITY

reading level 4-6 grade

DESCRIPTION:

Designed to assist students in understanding and developing a personal budget. Areas covered are income, fixed and changing expenses, sample budgets, etc. The publication is divided into 8 lessons, each complete with exercises. Learning activities are also included.

	Order #	Price
Student Workbook	2177	$1.80
Teacher's Guide	2179	$1.20

COMMENTS:

Reading level makes it suitable for disadvantaged students with poor reading skills. Vocabulary is stressed. Good for group or individual instruction.

TITLE: BUYING GUIDES, FAMILY DEVELOPMENT SERIES

AUTHOR: Udvari, Laible

SOURCE: Steck-Vaughn Company
Box 2028
Austin, TX 78768

Order #: ISBN0-8114-0666-0 **Price:** $ 2.82 **Copyright:** 1973

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
individual instruction

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 112
drawings/cartoons
photographs
B/W

READABILITY

reading level 3-4 grade

DESCRIPTION:

Designed to further develop consumer-oriented skills. Chapters include How to Buy Wisely, Smart Food Shopping, How to Buy Clothes, Buying Home Furnishings, Buying Home Appliances, and Satisfaction Guaranteed.

COMMENTS:

Ethnic groups are meaningfully portrayed in numerous photographs and line drawings. Publication is mainly a reading resource; review questions are minimal. Large number of illustrations makes it useful with disadvantaged poor readers.

TITLE: A CASEBOOK OF PROBLEMS OF THE AGED*

AUTHOR: Scribner

SOURCE: J. Weston Walch, Publisher
Box 658
Portland, ME 04104

Order #: 01-4609 **Price:** $ 3.95 **Copyright:** 1978

SUBJECT AREA: Life Skills/Consumer Education/Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

reinforces positive personal/social values
modifiable instructional format

INTENDED USE

teacher resource
student resource
individual instruction
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
plastic spine
pages: 65
drawings/cartoons
B/W

READABILITY

reading level 9 grade

interest motivator: case histories
generous paragraph spacing

DESCRIPTION: A Casebook of Problems of the Aged is written for young people to study the problems of the aged. Case histories are presented within the context of five basic human rights, such as the right to a healthy life, a happy life, a busy life, a safe life, and a secure life.

Case histories within each of these five areas begin with background information. The problem is then introduced and is followed by questions and suggested activities. The questions cannot be answered with simple yes or no answers. Solutions to the problems depend upon decisions which go beyond conventional thinking and help young people look at the problems with an open mind.

COMMENTS: The book encourages young people to think of ways in which the long-living can help others and retain a meaningful role in society. The case histories present thought provoking problems that should generate good oral discussions or written essays.

*Available through VOICE: #06491

TITLE: THE CIRCULAR CONSUMER INFORMATION REPORTS

AUTHOR:

SOURCE: Bank of America
Local Branch Offices

Order #: By title **Price:$** No charge **Copyright:**

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

provides immediate feedback

INTENDED USE

student resource

MATERIAL FORMAT/ILLUSTRATIONS

Pamphlets

READABILITY

reading level _____grade

DESCRIPTION:

Bank of America's Consumer Information Report series covers practical aspects of day-to-day money management. Some topics include: Ways to Finance an Education; Rights and Responsibilities: Age 18; and Personal Money Planner.

An index of all publications in the series is also available at local bank branches.

COMMENTS:

Copies are free and are on display at all Bank of America branches.

RESOURCE/ SERVICE: COMMISSION ON THE STATUS OF WOMEN*

ADDRESS:
926 J Street
Room 1506
Sacramento, CA 95814

TELEPHONE: (916) 445-3173

COST: $ No charge

SUBJECT AREA: Professional Resource/Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

presents issues related to women

INTENDED USE

teacher resource
student resource

MATERIAL FORMAT/ILLUSTRATIONS

literature/pamphlets distributed by the Commission on the Status of Women

READABILITY

reading level _____grade

DESCRIPTION:

The following publications are available from the Commission on the Status of Women:

1. Directory of California City, County, and Community Commissions on the Status of Women
2. Job Bank Telephone Numbers - Sacramento Area
3. "An Overview of Women in the Work Force" - reprint of article
4. "Employment in Perspective: Working Women"--reprint of article
5. "Facts on Women Workers" - reprint
6. California Women; Newsletters for 1981
7. California Commission on the Status of Women; What It Is; What It Does
8. Credit for Women - Department of Consumer Affairs, California
9. Women's Rights Handbook - Department of Justice, California; Pamphlet #9
10. The Equal Credit Opportunity Act and Women - Federal Women's Programs, Civil Engineering Laboratory, Port Hueneme, CA 93043
11. Consumer Credit - Bank of America, 1977

COMMENTS:

*An envelope containing publications distributed by the commission is available through VOICE: #06499.

RESOURCE/
SERVICE: DIRECTORY OF HUMAN OR COMMUNITY RESOURCES

ADDRESS: Contact: Local County Executive Office

TELEPHONE: (   ) Consult telephone directory. COST: $ See below.

SUBJECT AREA: Life Skills/Consumer Education/Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

varies with each county

READABILITY

reading level _____grade

DESCRIPTION:

A directory of human or community resources is published by each county and updated yearly. The directory is mandated and financed by the state. There is no charge to list services in the directory. Copies are usually provided free to providers of human services. Resources and services listed in the directory include alcohol/drug abuse services; financial assistance; transportation services; adult and child protection and care services; educational and health services; and emergency services.

COMMENTS:

TITLE: DOLLARS AND SENSE:
SCOPE/CONSUMER SKILLS

AUTHOR: Schapiro, Jeri

SOURCE: Scholastic Book Services
Far West Region
5675 Sunol Blvd.
Pleasanton, CA 94566

Order #: By title   Price: $ 1.95   Copyright: 1977

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

- develops self-worth concept
- reinforces positive personal/social behavior

INTENDED USE

- student resource
- teacher resource
- individual instruction
- group discussion
- secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- paperbound
- pages: 80
- photographs
- drawings/cartoons
- B/W

READABILITY

reading level 2 grade

double-column copy

interest motivator: getting more for your money

DESCRIPTION:

Publication includes stories and plays to help people solve their money problems. Topics covered include developing a budget; reading and writing advertisements; filling out a credit application; reading labels; unit pricing; reading a cash register receipt; reading a warranty; mail orders; writing letters of complaint; applying for credit; and banking and checking services.

COMMENTS:

Very informative and written in an entertaining style and format.

TITLE: DRIVING:
SCOPE/READING SKILLS 6
AUTHOR: Claro, Joseph, and Jeri Schapiro, Editors

SOURCE: Scholastic Book Services
Far West Region
5675 Sunol Blvd.
Pleasanton, CA 94566

Order #: By title **Price:$** 1.95 **Copyright:** 1976

SUBJECT AREA: Reading Skills/Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 80
photographs
drawings/cartoons
B/W

READABILITY

reading level 3 grade

double-column copy
interest motivator: driving and caring for cars

DESCRIPTION:

The publication is designed to improve reading skills while learning facts about owning and taking care of cars. Contains stories to read, forms to fill out and questions to think about concerning all kinds of driving situations. Contains illustrations on how to change a tire and check under the hood, how to complete insurance forms and accident reports, how to read a map, and cars of the future.

COMMENTS:

Excellent reading material, pictures, games, and self-tests used to promote reading and reading skills.

TITLE: ENTERING THE WORLD OF WORK

AUTHOR: Kimbrell, G., and Vineyard, B.

SOURCE: McKnight Publishing Company
P.O. Box 2854
Bloomington, IL 61701

Order #: 5042
5043

Price:$ 12.77 Text
Activity Manual 4.80 Each

Copyright: 1978

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
promotes positive personal/social behavior
low reading level

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

hard cover
pages: 301
drawings/cartoons
photographs
B/W; one accent color

READABILITY**

reading level 2.5-3.5 grade

large print
generous paragraph spacing

**Level determined by Spache formula

DESCRIPTION:
ENTERING THE WORLD OF WORK is designed to meet the needs of all students at every level of ability by using large print and simplified concepts. Important concepts are emphasized and illustrated. The material follows a logical sequence. Content includes finding, applying for, and interviewing for jobs; getting along with the employer and co-workers; safety on the job; understanding yourself; living on your own; public services; and handling miscellaneous problems.

Activities Answer Key, #5045; no charge.

COMMENTS: Excellent book for students with poor reading skills. Writing is direct and specific. Sex and racial stereotyping is avoided. Interest level of material is appropriate for senior high school students.

TITLE: FINDING A GOOD USED CAR

AUTHOR: Fletcher and Kelley

SOURCE: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title **Price:** $ 3.10 **Copyright:** 1977

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

- develops self-worth concept
- promotes development of psychomotor skills
- reinforces positive personal/social behavior

INTENDED USE

- student resource
- individual instruction
- secondary level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- paperbound
- pages: 65
- drawings/cartoons
- charts/graphs
- B/W

READABILITY

- reading level 4 grade
- large print format
- double column copy
- generous paragraph spacing
- interest motivator: activities

DESCRIPTION:

Workbook-type manual consists of 8 units, including an introduction, guide to phonetic respellings, and a used-car report card. Unit titles are:

1. Choosing a Car
2. Shopping for a Car
3. What Makes a Car Go?
4. Age and Mileage
5. Before the Road Test
6. During the Road Test
7. After the Road Test
8. At the Mechanic's

Workbook is consumable and has word-check activities for review.

Teacher's manual includes a vocabulary list of phonetically respelled words, notes on each unit, and an answer key.

COMMENTS:

Excellent resource for car information. Written in easy-to-understand language, with meaningful diagrams. Text is fair by culture, race, and sex.

TITLE: FOLLETT COPING SKILLS SERIES (series of 4)

AUTHOR: Cabasin

SOURCE: Follett Publishing Co.
1010 W. Washington Blvd.
Chicago, IL 60607

Order #: By title **Price:$** 12.00 **Copyright:** 1977

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
reinforces positive personal/
social behavior

INTENDED USE

student resource
individual instruction
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: + 64 per book
charts/graphs
B/W

READABILITY

reading level 6.5 grade

DESCRIPTION:

A series of 4 books aimed at helping students improve their coping skills. Book titles are Budgeting, Finding Work, Getting Medical Assistance, Using Community Resources. Books are divided into lesson units containing objectives, activities, questions, and sample forms. New vocabulary is reinforced through practical examples.

The teacher's guide emphasizes topics for discussion that are designed to improve the student's self-image.

COMMENTS:

Content is relevant and meaningful to adults but is written at a fairly low reading level. The lack of illustrations may hamper motivation.

TITLE: FORMS IN YOUR LIFE

AUTHOR: Goltry

SOURCE: Globe Book Company, Inc.
50 West 23rd Street
New York, NY 10010

Order #: 0-87065-922-7 **Price:** $ 3.38 (1-9)
2.82 (10 or more) **Copyright:** 1977

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
reinforces positive personal/
social behavior

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 109
drawings/cartoons
charts/graphs
color

READABILITY

reading level 6-7 grade
interest motivator: format

DESCRIPTION:

A consumable workbook containing tear-out practice sheets for 24 different forms and applications. Each form is accompanied by hints, helps, and a vocabulary exercise to be completed before filling out the form itself.

A teacher's guide, containing vocabulary, word definitions, suggestions, and discussion ideas, is available at no charge.

COMMENTS:

Sex stereotyped roles and language are used. Ethnic groups are not well-represented. Format is motivating factor.

TITLE: THE GETTING ALONG SERIES OF SKILLS
(series of 5)

AUTHOR: Mooney

SOURCE: Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, NY 13135

Order #: See below. **Price:$** See below. **Copyright:** 1964-1965

SUBJECT AREA: Life Skills/Basic Reading-Math-Language

FEATURES FOR DISADVANTAGED STUDENTS
develops self-worth concept
develops world-of-work concept
reinforces positive personal/
social behavior

INTENDED USE
student resource
group instruction

MATERIAL FORMAT/ILLUSTRATIONS
stapled
pages: ± 65 each
drawings/cartoons
B/W

READABILITY
reading level 3-4 grade
interest motivator: cartoons

DESCRIPTION:
A series of 5 volumes incorporating reading, spelling, arithmetic, good grooming, and interpersonal skills into vocationally oriented lessons.

Volume titles are:		Order #	Price (1978)
Vol. I	After School Is Out	121	$ 2.50
Vol. II	Al Looks for a Job	122	2.50
Vol. III	A Job at Last	123	2.50
Vol. IV	Money in the Pocket	124	2.50
Vol. V	From Tires to Teeth	125	2.50

COMMENTS: Materials are of a general vocational nature. May be useful with disadvantaged students who have poor basic skills. Teachers should check details, especially the pronunciation guide, which seems misleading with some vocabulary words.

TITLE: GETTING AND HOLDING A JOB

AUTHOR: Schneider

SOURCE: Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, NY 13135

Order #: 120 **Price:**$2.50 **Copyright:** 1974

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 60
charts/graphs
B/W

READABILITY

reading level 7-8 grade

DESCRIPTION:

A comprehensive text-workbook developed for young adults entering the business world. After the exercises are completed, the book may be retained as a resource providing special information on such topics as fringe benefits, social security, unions, methods of salary payment, payroll deductions, federal income tax, etc. The booklet also includes quizzes.

COMMENTS:

The booklet is suitable for use with disadvantaged students, although the lack of illustrations and higher reading level may make it difficult for some.

TITLE: GETTING AROUND CITIES AND TOWNS

AUTHOR: Roderman

SOURCE: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title **Price:$** 3.10 **Copyright:** 1979

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS
develops self-worth concept
promotes development of psychomotor skills
provides immediate feedback
reinforces positive personal/social behavior

INTENDED USE
student resource
individual resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS
paperbound
stapled
pages: 64
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level 1.5 grade

interest motivator: activities and character T.J.

DESCRIPTION:

Student book contains an introduction and 8 units. Units are:

1. Getting Around a Neighborhood
2. North, East, South, West
3. Getting Around a Building
4. Using a Directory
5. Looking for an Address
6. Reading a Street Map
7. Getting Around by Bus
8. Getting Around a Big City

New words are underlined and spelled phonetically at the bottom of each page. Content includes activities, reviews and two mini-quizzes with answers.

Teacher's manual includes a vocabulary list, teaching suggestions, follow-up activities, and an answer key.

COMMENTS: The central character is T.J. Students become involved in helping T. J. find his way around. Written in contemporary-style language; good cultural integration. Sex integration is acceptable. Mini-quizzes are a "fun" progress test for student.

TITLE: GETTING READY FOR PAYDAY
(Series of 3)
AUTHOR: Hudson, Weaver

SOURCE: Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, NY 13135

Order #: See below. **Price:$** See below. **Copyright:** 1963

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 30+
drawings and cartoons
B/W

READABILITY

reading level 5-6 grade

DESCRIPTION:

Series of three books:

		Order #	Price
Book 1	Checking Account	#126	$ 2.50
Book 2	Savings Accounts	#127	2.50
Book 3	Planning Ahead	#128	2.50

Texts include how to set up and maintain checking and savings accounts, and budget planning. Lessons are illustrated and contain activities and exercises.

COMMENTS: Series would be useful for disadvantaged students, although it does not have a specific vocational orientation.

TITLE: GETTING YOUR DOLLAR'S WORTH

AUTHOR: Shackell

SOURCE: Vocational-Technical Curriculum Laboratory
Rutgers University
Building 4103 - Kilmer Campus
New Brunswick, NJ 08903

Order #: CO-264 Price:$ 4.50 Copyright: 1974

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
group instruction

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 68
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level 6 grade

interest motivator: cartoons & subject matter

DESCRIPTION:

An informal text designed to hold the attention of "non-verbal" students. Consumer problems are presented in anecdotal form and cover such topics as:

- Buying on Time
- Other Types of Credit
- Advertising Abuses
- Brand Names
- Contracts
- Guarantees
- Fraud
- Small-Claims Court
- How to Save Money
- Truth-in-Lending Law
- Bargains
- Garnishment
- N.J. Consumer Fraud Act

An index, discussion questions, and projects are also included.

COMMENTS: Consumer education and math concepts and skills may be integrated using this text. Consumer laws apply to New Jersey and would have to be verified by teachers from other states.

TITLE: HOW TO WRITE YOURSELF UP

AUTHOR: Wod

SOURCE: Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, NY 13135

Order #: 225 **Price:$** 2.50 **Copyright:** 1977

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 76
charts/graphs
B/W

READABILITY

reading level 5-7 grade

DESCRIPTION:

Provides instruction and practice in writing letters; filling out job application forms; applying for credit; installment buying, completing social security, banking, postal service, and income tax forms.

COMMENTS: Simply written, with numerous provisions for student responses. Illustrations are often of actual business forms which, combined with low reading level, make the publication suitable for use with students who have poor reading skills.

225

TITLE: INTERPERSONAL COMMUNICATIONS
(50 COPY MASTERS)

AUTHOR: Church, Gade

SOURCE: J. Weston Walch, Publisher
Box 658
Portland, ME 04104

Order #: 01-1911 **Price:**$12.00 **Copyright:** 1979

SUBJECT AREA: Life Skills/Basic Reading Skills/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

- modifiable instructional format
- develops self-worth concept
- reinforces positive personal/social behavior

INTENDED USE

- student resource
- teacher resource
- individual instruction
- group instruction
- secondary level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- loose-leaf packet
- pages: 50
- drawings/cartoons
- charts
- B/W

READABILITY

reading level -- grade

interest motivator: games & interesting activities

DESCRIPTION:

This set of 50 activity sheets requires students to perform some type of written action or response. All exercises require reading, writing, vocabulary, and English skills. Monologues, dialogues, and group action encourage listening, writing, and verbal skills. Career and occupational skills are integrated into the exercises, along with personality and self-image, and communication-awareness skills.

Also available in Spirit Duplicator Masters: Order #03-1911; $17.95.

A teacher's guide is included in the packet.

COMMENTS:

This material is appropriate for many classes and ages, from junior high to adult. The variety of projects makes it possible to tailor material for individualized use or group discussion. Students should enjoy the interesting activities.

TITLE: AN INTRODUCTION TO EVERYDAY SKILLS

AUTHOR: Wiltsie

SOURCE: Motivation Development, Inc.
P.O. Box 427
Bishop, CA 93414

Order #: By title **Price:$** 4.75 **Copyright:** 1977

SUBJECT AREA: Basic Math Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

reinforces positive personal/social behavior

INTENDED USE

student resource
individual/group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 161
drawings/cartoons
reproductions
B/W

READABILITY *

reading level 5-8 **grade**

*Level provided by publisher
generous paragraph spacing

DESCRIPTION: A text-workbook, answer book, and introductory pamphlet are packaged in a large envelope. Activities covered by this booklet are those likely to be faced by anyone, regardless of age or occupation. Editorial copy in the text clarifies difficult situations. Activities are presented in realistic terms to help students locate and coordinate information. Two review exams and one final exam are included in the text-workbook. Topics include restaurant menus; sales tax charts; sales slips; counting change; using maps, phonebooks, yellow-pages, bus schedules; how to use percent; comparative shopping; and finding a job.

COMMENTS: Although the reading level is low, the presentation and activities are not age-related. Mathematics required are simple operations with whole numbers and some percent, presented in a simplified method. Each student should have a workbook to do the work and record the answers. A separate answer book can be used by student for self-correction.

TITLE: JOB SURVIVAL SKILLS

AUTHOR:

SOURCE: Interpretive Education, Inc.
2306 Winters Drive
Kalamazoo, MI 49002

Order #: 204 **Price:$** 29.95 **Copyright:** 1979

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- develops world-of-work concept
- reinforces positive personal/social skills
- high interest, low vocabulary

INTENDED USE

- teacher resource
- student resource
- individual instruction
- group instruction
- secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- filmstrip/cassette
- color
- length: 10 min.

READABILITY

reading level _____grade

DESCRIPTION: This filmstrip depicts a young male worker on his first job. He is told to ask questions and to be careful to follow directions. He must learn to pace himself in order to work accurately, safely, and effectively. In learning to adjust to the new situation he must make adjustments to his personal schedule to fit in with work hours and learn to get along with co-workers.

The difference between net and gross pay is explained, and tips are given for budgeting for necessities before spending money on luxuries.

An instructor's guide accompanies the filmstrip/cassette, giving suggestions on presentation and related activities. Vocabulary words introduced in the filmstrip are also itemized.

COMMENTS: Material is designed to help special needs learners develop at their own pace. The material is sequential and highly repetitive. A good teaching tool to help students become aware of skills needed to adjust to a new work situation. No sex or ethnic bias is present.

TITLE LIFE SKILLS: ATTITUDES IN EVERYDAY LIVING

AUTHOR Brewer, McMahon, Paris, & Roche

SOURCE Educational Design, Inc.
47 West 13th Street
New York, NY 10011

Order #: AB 365 **Price:** $2.85 **Copyright:** 1980

SUBJECT AREA Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

promotes positive personal/social behavior
modifiable instructional format

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 111
drawings/cartoons
B/W

READABILITY

reading level 5 grade

interest motivator: Game Plan Method

DESCRIPTION

A skillbook that deals with attitudes which can be either helpful or counter-productive in school, home, or work situations. Chapter titles are as follows:

1. Being Honest
2. Attendance and Being on Time
3. Willing Workers
4. Accepting Orders
5. Getting Along With Others
6. Following Directions
7. Being a Family Member

The authors use a game plan method of goal-setting and self-improvement.

A teacher's guide is provided free with each order; minimum order is 10.

COMMENTS

Students learn the importance of critical attitudes and self-assessment in planning a program of improvement. Ideas are presented in many interesting, yet thoughtful, formats.

TITLE: LIFE SKILLS: BUDGETING YOUR MONEY
(Series of 4)
AUTHOR: Lutgendorf

SOURCE: Society for Visual Education
1345 Diversey Parkway
Chicago, IL 60614

Order #: LG620-SATC **Price:** $ 135.00 **Copyright:** 1978

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
reinforces positive personal/social behavior

INTENDED USE

student resource
teacher resource
individual instruction
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
loose leaf (Binder provided)
stapled
plastic spine
pages: 60
35mm filmstrips & cassetts

READABILITY

reading level ____ professional ~~grade~~

DESCRIPTION:

Packaged in a 3-ring binder with slots for 4 filmstrips and cassettes (recorded with audible and inaudible pulse). Filmstrip titles are:

	Time (minutes)
1. Why Budget?	10:10
2. Planning a Budget	11:15
3. Living with a Budget	11:20
4. Revising a Budget	10:20

Thirty reproducible skill extenders are provided. A teacher's manual includes a glossary, pre/post-film activities, classroom activities, and filmstrip scripts.

COMMENTS: Male and female narrators are used. Series is not sex or culturally biased. Skill extenders are meaningful exercises which can be done at home. Level is suitable for adult basic education; some explanation may be needed for disadvantaged students.

TITLE: LIFE SKILLS: CONSUMER CREDIT
(Series of 4)

AUTHOR: Sanders and Lee

SOURCE: Society for Visual Education
1345 Diversey Parkway
Chicago, IL 60614

Order #: LG618-SATC **Price:$** 135.00 **Copyright:** 1978

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: ± 60

35mm filmstrips & cassettes
8-11 min. per film; color

READABILITY

reading level _____ professional ~~grade~~

DESCRIPTION:

Packaged in a 3-ring binder with slots for 4 filmstrips and cassettes (recorded with audible and inaudible pulse). Filmstrip titles are:

	Time (minutes)
1. Cash or Charge	8:50
2. Many Forms for Credit	9:15
3. Credit: How to Use It	9:30
4. Credit: Should I? Can I?	10:40

Twenty-four reproducible skill extenders are provided. A teacher's manual includes the filmstrip script, a glossary, summary, understandings to be developed, pre/post-film discussion items, and classroom activities.

COMMENTS: Series is culturally balanced and sex fair. Male and female narrators are used. Content is good but complex and suffers from a lack of intrinsic motivators. Skill extenders provide practical experience in using credit.

TITLE: LIFE SKILLS: ME AND JOBS

AUTHOR: Hooker, D.; and Fleming, A.

SOURCE: Educational Design, Inc.
47 West 13th Street
New York, NY 10014

Order #: AB 320 Price: $ 2.85 Copyright: 1974

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
promotes positive personal/social skills
provides immediate feedback
modifiable instructional format

INTENDED USE

student resource
teacher resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 93
B/W

READABILITY

reading level 5 grade

interest motivator: games

DESCRIPTION:

A skill-workbook designed to match interests and aptitudes through exploration. Contents include:

1. Me--My needs; hobbies; interests; aptitudes; etc.
2. Jobs--Task analysis; job briefs; job information.
3. Me and Jobs--Interest checklist; job training and schools; getting a job; a car and a job.
4. Applications and Interviews--Words on applications; simple and complicated forms; resumes; interviews; what the boss looks for; what to say, etc.

A teacher's guide is provided free with each order; minimum order of 10.

COMMENTS:

Material is applicable to non-occupational course. Few questions have "right" or "wrong" answers. An interesting format to explore self-concepts. Workbook provides a valuable resource for students to keep once it has been completed.

TITLE: LIVING IN A CONSUMER'S WORLD

AUTHOR: Finkelstein, Nitzburg

SOURCE: Globe Book Company, Inc.
50 West 23rd Street
New York, NY 10010

Order #: 0-87065-552-3 **Price:$** 7.72 **Copyright:**

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS
modifiable instructional format
reinforces positive personal/social behavior

INTENDED USE
student resource
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS
paperbound
pages: 405 Text
54 Tchr. Man.
drawings/cartoons
photographs
charts/graphs
B/W & Color

READABILITY

reading level 6-7 grade

interest motivator: illustrations

DESCRIPTION:

Basic principles of consumer economics are presented in the following 6 units: cars, food, clothing, appliances, housing and social insurance. Role playing situations, discussion questions, inquiry-oriented exercises, and research projects help students to evaluate and practice the concepts presented. Each chapter has a summing-up section and a list of key concepts.

A teacher's manual provides additional ideas to reinforce the basic text.

COMMENTS: The text is mature and contains many visuals, photos, cartoons, and charts which should help to motivate students with poor reading skills.

TITLE: LOOKING GOOD: A GUIDE TO PERSONAL GROOMING

AUTHOR:

SOURCE: Guidance Associates
Communications Park, Box 3000
Mount Kisco, NY 10549
Toll Free (800) 431-1242

Order #: 02067581-000 **Price:** $82.44 **Copyright:** 1978

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

reinforces positive personal/social behavior
develops self-worth concept

INTENDED USE

student resource
group discussion
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

2-35 mm filmstrips & cassettes
11-16 min. each, audible/inaudible signal
2-phonodiscs, 4s., 10 in., 33-1/3 rpm
color

READABILITY

reading level _____grade
interest motivator: realistic situations involving young adults

DESCRIPTION:

Filmstrip covers posture, body language, buying and maintaining a wardrobe. Topics include face and skin care, exercise, diet, hair care, teeth, and nails.

Materials include a discussion guide with activities and supplementary information; plus a set of catalog cards for library or resource files.

COMMENTS:

Balanced cultural and sexual presentation. Material is well-presented in an interesting format which would appeal to young adults.

TITLE: MEETING BASIC COMPETENCIES IN PRACTICAL SCIENCE AND HEALTH-
A Work Study Book to Improve Daily Living Skills

AUTHOR: Corcoran

SOURCE: Frank E. Richards Publishing Co., Inc.
P.O. Box 66
Phoenix, NY 13135

Order #: 237 - Workbook **Price:$** 2.50 **Copyright:** 1979
245 - Teacher's Key....... 0.00

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

promotes knowledge of basic concepts
modifiable instructional format

INTENDED USE

student resource
individual instruction

MATERIAL FORMAT/ILLUSTRATIONS

paper cover
pages: 69
drawings
B/W

READABILITY

reading level 7 **grade**
interest motivator: subject matter
large-print format
generous paragraph spacing

DESCRIPTION:

This workbook was designed to help teachers assess the practical knowledge in science and health that a person should acquire in school or in daily life. Subject areas covered are Electricity and Energy, Air Pressure and Weather, Environmental Protection, Map Reading, Nutrition, Health, Body Structure, and First Aid.

COMMENTS:

Good presentation of basic information and concepts needed by adults in practical living situations.

TITLE: MERCHANDISING YOUR JOB TALENTS *

AUTHOR: State of California
Employment Development Department

SOURCE: 800 Capitol Mall
MIC 27A
Sacramento, CA 95814

Order #: DE 6068 **Price:$** See below. **Copyright:** 1981 reprint

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SUBJECT AREA: Life Skills/Consumer Education/Career Education

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FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
develops self-worth concept

INTENDED USE

student resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 24
drawings
B/W

READABILITY

reading level _____grade

DESCRIPTION:

Merchandising Your Job Talents covers the following topics:

Self-appraisal
Preparing a resume
Suggested outline for your resume
Letter of application
Sources of job information
Planning your time
Job interview
Testing
After the interview

Cost: 5 copies free; additional copies at minimal cost.

COMMENTS:

A good student resource. Illustrations are not biased either sexually or racially.

* Available through **VOICE** : #06500 236

TITLE: MODERN CONSUMER EDUCATION

AUTHOR: Mosenfelder, et al.

SOURCE: Educational Design, Inc..
47 W 13th Street
New York, NY 10014

Order #: AB3900

Price:$ 299.00

Copyright: 1981
revised, updated

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
provides immediate feedback
modifiable instructional format
reinforces positive personal/social behavior

INTENDED USE

student resource
teacher resource
individual instruction
group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
drawings/cartoons
photographs
charts/graphs
B/W
35 mm filmstrips/cassettes; 15 min. each, color

READABILITY

reading level 6-7 grade

interest motivator: format
generous paragraph spacing

DESCRIPTION:

A kit divided into the following 6 modules giving total consumer information:

1. Food, Clothing, and Shelter
2. Cars, Furniture, and Appliances
3. Protecting Family Health & Safety
4. You and the Law
5. Ways to Handle Money
6. Ways to Shop

The kit contains: 29 self-instructional units, not consumable, in booklet form (2 copies each); 10 tape cassettes; 2 sound filmstrips; 30 copies each of 6 student record books, consumable (one for each module); 6 answer key cards (one for each module); and an instructor's manual.

The materials for each module are color-coded and packaged in a cardboard box.

COMMENTS: Excellent material for an entire course on consumer education or for supplemental use. Reading and math levels are low. Some sex stereotyping and racial bias are present in illustrations. Tapes are humorous, informative, and provide immediate feedback to questions asked.

TITLE: NEED A DOCTOR?

AUTHOR: Lappin, M., and Feinglass, S.

SOURCE: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title   Price: $3.10   Copyright: 1981

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 64
drawings
B/W

READABILITY

reading level 2-3 grade

large print
double-column copy
interest motivator: content & illustrations

DESCRIPTION:

Need a Doctor? is designed to help students prepare for seeking medical help by themselves. This 10-unit workbook follows a young man before, during, and after his first visit to a doctor. Unit topics cover making an appointment, talking to the doctor, and carrying out the doctor's instructions. Exercises follow each unit to challenge, reinforce, and test new skills.

Teacher's manual included free.

COMMENTS:

The material should help students counter the fear and uncertainty associated with seeking their own medical care. Students will identify with the young man who leads them through the series of exercises. Illustrations are very good and are culturally and sexually unbiased.

TITLE: THE NEW MODEL ME*

AUTHOR:

SOURCE: Curriculum for Meeting Modern Problems
Lakewood Board of Education
1470 Warren Road
Lakewood, OH 44107

Order #: CHST-Teacher Price: $ 4.99 Copyright: 1973
CHSS-Student 3.70

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format
reinforces positive personal/social behavior

INTENDED USE

student resource
teacher resource
group instruction
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 223 student
183 teacher
drawings/cartoons
photographs
B/W

READABILITY

reading level 10 grade
large print
interest motivator: subject matter & illustrations

DESCRIPTION: The student book is divided into the following 6 units: (1) Human Behavior; (2) Controls; (3) Real Self; (4) Values; (5) Response; and (6) Change. The New Model Me was designed to help students deal with how behavior develops and learn available alternative actions for solving personal problems and the short- and long-range consequences of those alternatives. It is a positive preventive causal approach to the study of behavior and aggression, taking into consideration the interaction of motivating forces, an individual's resources, and the immediate physical setting in relation to the causes and consequences of behavior.

COMMENTS: Target population is grades 9-12. Both individual and group activities are suggested, using role-playing, narratives, art, music, current events, surveys, television, and resource people.

* Available through VOICE: #06502

TITLE: THE NEWSPAPER

AUTHOR: Wyks

SOURCE: The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, NJ 08903

Order #: SP-1A **Price:**$ 4.00 **Copyright:** 1964

SUBJECT AREA: Life Skills/Consumer Education/Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
reinforces positive personal/social behavior

INTENDED USE

group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 28
B/W

READABILITY

reading level 5-7 grade

interest motivator: subject matter

DESCRIPTION:

A student guide to the uses of a newspaper. Various elements of the newspaper are investigated and explained. Material includes vocabulary, activities, quizzes, and problems to solve.

COMMENTS:

Good motivational aid to enhance reading skills for some disadvantaged students. Activities are more suited to group instruction than individual instruction.

TITLE: OUTAGAMIE COUNTY YOUTHPOWER PROGRAM*

AUTHOR: Dave Lovejoy

SOURCE: Youth Services, Inc.
106 N. Oneida Street
Appleton, WI 54912 (414) 731-0555

Order #: **Price:$** Free **Copyright:** 1980

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
clear, concise, to the point directly relates to task at hand; finding a job	student resource - secondary or post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS	READABILITY
stapled manual pages: 26	reading level 7 grade

DESCRIPTION:

Includes personal assessment; i.e. things I like to do, learning about myself. Also qualities employers look for, how to determine which personal qualities are work qualities, where and how to look for work, etc. There are sample applications to fill in, sample letters of application and resumes and follow-up letters to model. Another section discusses the interview and how to prepare for it, and what to do during and after the interview to increase your chances of getting the job. Frequently asked interview questions are included. A comic book on how to find a job is also included.

COMMENTS:

Excellent book. Definitely worth writing for a copy.

*Available through VOICE: #06476

TITLE: PAL PRACTICAL LIVING SERIES: MATH THAT PAYS OFF and FIGURE IT OUT
AUTHOR: Mooney and Schneck

SOURCE: Xerox Education Publications
P.O. Box 2639
Columbus, OH 43216

Order #: By title **Price:** $ 2.05 **Copyright:** 1977
Spirit Master Set $3.95

SUBJECT AREA: Basic Math Skills/Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
develops world-of-work concept
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction

MATERIAL FORMAT/ILLUSTRATIONS

stapled
drawings/cartoons
charts/graphs
color
pages: 48

READABILITY

reading level 4.5 grade
double-column copy
generous paragraph spacing
interest motivator: comic book format

DESCRIPTION:

These two color comic books are divided into sections, with activities to be completed by the student. Examples are given prior to each activity. Both books can be completed within two hours by most students.

Some chapter headings are:

Figure Out Your Pay
Figure Out Your Deductions
Math Goes Shopping
Measuring Drips and Drops
Money Matters (making change, time is money)
Paying What You Owe

A set of 16 spirit duplicating masters for extra practice can be ordered separately.

COMMENTS:

Humorous contemporary illustrations invite high interest and motivation. Information is clear and understandable. Examples and activities are related to everyday use of concepts presented. Some sex-role stereotyping.

RESOURCE/ SERVICE: PROGRAMS/COURSES IN NURSING, HEALTH, SAFETY, AND YOUTH SERVICE*

ADDRESS: American Red Cross
Local Chapters

TELEPHONE: (   ) Consult telephone book.

COST: $ See below.

SUBJECT AREA: Health Occupations/Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept

course material available in Spanish & braille

INTENDED USE

teacher resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

READABILITY

reading level _____grade

DESCRIPTION:

American Red Cross local chapters offer:

- Multimedia standard first-aid course
- Cardiopulmonary resuscitation (CPR)
- Alcohol information module for teenagers
- Youth services program; e.g., a good grooming course (Sacramento chapter)

Courses are taught by trained Red Cross volunteer instructors. A charge is made for course materials. Many materials are available in Spanish and braille.

COMMENTS:

*Information packet available through VOICE: #06488

TITLE: READING A NEWSPAPER

AUTHOR: Larned and Randall

SOURCE: Janus Book Publisher
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title **Price:$** 3.10 **Copyright:** 1978

SUBJECT AREA: Life Skills/Consumer Education/Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
stapled
pages: 64
drawings/cartoons
photographs
charts/graphs
B/W

READABILITY

reading level 4.5 grade
large-print format
double-column copy
generous paragraph spacing
interest motivator: activities

DESCRIPTION:

Student workbook contains the following 8 units and a guide to phonetic spellings:

1. Looking at a News Story
2. Digging for Facts
3. Figuring Out a Front Page
4. Turning to the Comics
5. Enjoying the Features
6. Other Features
7. Getting a Few Opinions
8. Checking the Ads

Teacher's manual includes an overview, class activities, a vocabulary list of phonetically respelled words, and an answer key.

COMMENTS: Units are easily understood and are integrated with phonetic respellings and meaningful activities to aid retention. A crossword puzzle reinforces new vocabulary. No cultural or sex role stereotypes. Good portrayal of minorities and non-traditional sex roles.

TITLE: READING AND FOLLOWING DIRECTIONS

AUTHOR: Roderman

SOURCE: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title **Price:** $ 3.10 **Copyright:** 1978

SUBJECT AREA: Life Skills/Consumer Education/Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
staples
pages: 64
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level _____grade
large-print format
double-column copy
generous paragraph spacing
interest motivator: characters

DESCRIPTION:

Consumable workbook contains the following 8 units and a guide to phonetic spellings:

1. One-Step Directions
2. Directions with Two or More Steps
3. Making and Assembling Things
4. Using Appliances
5. Making Things to Eat
6. Danger! Watch Out!
7. Reading Labels
8. Giving Directions

Student exercises include checkpoint and word-check activities for vocabulary review.

Teacher's manual provides teaching suggestions, vocabulary list of phonetically respelled words, and an answer key.

COMMENTS: Students follow Dr. D on a tour through "Snoitcerid," a planet where no one follows directions. Content is valuable; activities are meaningful. Sex and cultural integration is fair, but format may be geared too low for some disadvantaged students.

TITLE: REAL LIFE EMPLOYMENT SKILLS

AUTHOR: Handel, R., and Angeles, E.

SOURCE: Scholastic Book Services
Far West Region
5675 Sunol Blvd.
Pleasanton, CA 94566

Order #: 30489 **Price:$** 2.95 **Copyright:** 1979

SUBJECT AREA: Life Skills/Consumer Education/Basic Reading Skills/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
promotes positive personal/social behavior

INTENDED USE

student resource
individual/group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 127
drawings
B/W; one color accent

READABILITY

reading level 9-12 grade **

large-print format
generous paragraph spacing
interest motivator: illustrations, games & puzzles

**Level provided by publisher.

DESCRIPTION: This booklet is divided into the following 8 units:

Unit 1: Job Hunting
Unit 2: Working in Stores
Unit 3: General Office Work
Unit 4: Specialized Office Jobs
Unit 5: Service Jobs
Unit 6: Working with Your Hands
Unit 7: Government Jobs
Unit 8: Research Skills on the Job

Each unit contains a review of vocabulary and reading and writing skills. Exercises are often in the form of games and puzzles. The text is generously illustrated to hold reader's interest.

COMMENTS: Excellent, interesting, and challenging book. Students learn and practice those reading and writing tasks that are actually performed in job situations, such as following directions, filling out forms, alphabetizing, proofreading, reading maps and road signs, taking notes, and writing messages.

TITLE: REAL LIFE READING SKILLS*

AUTHOR: Levin, B.

SOURCE: Scholastic Book Services
Far West Region
5675 Sunol Blvd.
Pleasanton, CA 94566

Order #: By title **Price:$** 2.95 **Copyright:**1981

SUBJECT AREA: Basic Reading Skills/Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS
develops self-worth concept
promotes world-of-work concept

INTENDED USE
student resource
individual instruction
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS
paperbound
pages: 128
drawings/cartoons
photographs
B/W

READABILITY
reading level 5-6 grade
interest motivator: subject matter/illustrations

DESCRIPTION: A text-workbook containing 6 chapters which deal with consumer education information while addressing basic reading skill problems. Chapter titles include:

1. Reading Signs and Labels
2. Following Directions
3. Reading and Filling in Forms and Applications
4. Using Reference Material
5. Reading Newspapers
6. Consumer Education

Each chapter contains vocabulary and comprehension reviews along with review tests.

COMMENTS: Excellent booklet. Material is well-presented, and the information is of value to all students. A good text to practice reading skills.

*Available through VOICE: # 06477

TITLE: THE RIGHT JOB ... AND HOW TO GET IT

AUTHOR: Wiltsie

SOURCE: Motivational Development, Inc.
P.O. Box 427
Bishop, CA 93414

Order #: By title **Price:$** 3.00 **Copyright:** 1978

SUBJECT AREA: Life Skills/Consumer Education/Career Education

FEATURES FOR DISADVANTAGED STUDENTS

develops positive personal/social behavior

INTENDED USE

student resource
group instruction

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 81
drawings/cartoons
B/W

READABILITY

reading level 7-8 grade

DESCRIPTION: This text-workbook is divided into 2 parts: Part I, "Choosing and Going After a Part-Time Job," and Part II, "Planning for a Meaningful Career." Principles and techniques for getting a part-time job are discussed in Part I. Part II requires self-analysis and subjective thinking.

A "surprise" mid-term exam, which is not in the textbook, forms a significant part of the entire course.

A teacher's manual and answer key are packaged together in a large envelope with the text-workbook.

COMMENTS: Instructors are encouraged to have the class proceed through the material in unison, allowing time for students to read and write their own answers. A discussion should follow to share answers to the questions and to promote fresh ideas.

RESOURCE/
SERVICE: RUNNING MY WAY

ADDRESS: Children's Home Society of California (CHS)
Public Affairs Department-State Headquarters
5429 McConnell Avenue
Los Angeles, CA 90066

TELEPHONE: (213) 306-4114

COST: $ See below.

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
develops self-worth concept	teacher resource
reinforces positive personal/ social behavior	secondary level

MATERIAL FORMAT/ILLUSTRATIONS

film: 16 mm
color
length: 27½ min.

READABILITY

reading level _____ grade

DESCRIPTION:

This film is about communication and sexuality as a common human experience. It focuses on many sensitive issues, dilemmas, conflicting societal messages, peer pressures, and personal values which confront a 14-year-old girl and her 15 year-old boyfriend.

Showings can be arranged at no charge by contacting your nearest office of the Children's Home Society. Free 3-day previews are also available. Ask about other award-winning films in the CHS library dealing with teenage problems.

COMMENTS:

The film does not editorialize or make judgments. The goal is to stimulate discussion and to help young people make decisions for themselves.

TITLE: SCIENCE FOR EVERY DAY
(Available in 8 individual sections)
AUTHOR:

SOURCE: The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: See below. Price:$ 4.00 each Copyright:

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf
pages: 763 for series
charts/graphs
drawings/cartoon
B/W

READABILITY

reading level 8-9 grade

DESCRIPTION:

A series of 8 parts designed to supplement or replace traditional 9th and 10th grade science curriculums for non-academically inclined students. Series titles include:

Part I	In and About the Kitchen - Foods, Nutrition & Allied Topics; SC-304
Part II	Running the Home-Electricity, Heating, Cooling, Plumbing, Maintenance; SC-305
Part III	What Makes Us Human Beings - Science of the Body; SC-306
Part IV	Safety First, Middle, Last; SC-309
Part V	Soft Goods - The World of Fabrics; SC-310
Part VI	The Physical World We Live in; SC-311
Part VII	Man's Best Friend - His Automobile; SC-312
Part VIII	Can We Survive Pollution?; SC-313

COMMENTS: Sections are available separately. Facts and concepts relating to student experiences are emphasized. Hands-on experiences and discussion replace rigorous experiments. The series is written simply and illustrated with line drawings and cartoons.

TITLE: SERIES FOR INDEPENDENT LIVING

AUTHOR: Pearson

SOURCE: McGraw-Hill
8171 Redwood Hwy.
Novato, CA 94947

Order #: See below. **Price:$** See below. **Copyright:** 1978

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: ±118 (bk.)
photographs
B/W

READABILITY

reading level 8 grade

DESCRIPTION: A series designed to promote independent living includes student workbooks and teacher manuals, plus a program guide covering the entire series. Titles and ordering information are:

On Your Own

bk.	49051-1	$6.44
wkbk.	49052-X	3.12
tchr.	49053-8	4.00

Caring for Kids

bk.	47246-7	6.44
wkbk.	47247-5	3.12
tchr.	47248-3	4.00

All About Clothes

bk.	14765-5	6.52
wkbk.	14766-3	3.12
tchr.	14767-1	4.00

A Place of Your Own

bk.	61972-7	$6.96
wkbk.	61973-5	3.12
tchr.	61974-3	4.00

Food and You

bk.	49057-0	6.96
wkbk.	49058-9	3.12
tchr.	49059-7	4.00

Time to Spare

bk.	003223-8	6.48
wkbk.	003224-6	3.12
tchr.	003225-4	4.00

COMMENTS: Evaluation is based solely on the book, Time to Spare. The book is well-illustrated and racially and sexually balanced. Although reading level is a little high and units may be too long, the book emphasizes positive, constructive use of leisure time and appears usable with disadvantaged students.

TITLE: SKILLS FOR EVERYDAY LIVING (Books 1 & 2)

AUTHOR: Wiltsie

SOURCE: Motivation Development, Inc.
P.O. Box 427
Bishop, CA 93414

Order #: (1)ISBN 0-913584-49-5
(2)ISBN 0-913584-52-5
Price:$ Book 1 $4.50
Book 2 $4.75
Copyright: 1980(1)
1978(2)

SUBJECT AREA: Basic Math Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS
develops world-of-work concept
modifiable instructional format

INTENDED USE
student resource
teacher resource
individual/group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS
paperbound
pages: Book 1, 145
Book 2, 161
generous paragraph spacing
drawings
B/W

READABILITY *

reading level: Book 1; 6-12 grade
Book 2; 7-Adult

interest motivator: self-pacing; daily life situations depicted

*Level furnished by publisher.

DESCRIPTION: Two text-workbooks and teacher's manual/answer keys are packaged in an attractively designed folder. Topics relate to consumer education/daily life situations; problem-solving is based on basic math skills. All skills required are covered in the SUCCESS IN MATHEMATICS series published by the same company.

Each book is entirely self-contained. Book 1 has a broader instructional base and is the principal text. Book 2 is a supplement. Both contain mid-book and final exams.

COMMENTS: SUCCESS IN MATHEMATICS series should be available as a reference for use with these books. Students with low reading skills may select subjects from both books within their range of ability and interest. Upon completion, the book becomes a reference for the student in situations which he/she will face beyond school.

TITLE: USING DOLLARS AND SENSE

AUTHOR: Kahn, Hanna

SOURCE: Fearon Publisher, Inc.
6 Davis Drive
Belmont, CA 94002

Order #: See below. **Price:$** See below. **Copyright:** 1973

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept
reinforces positive personal/social behavior

INTENDED USE

student resource
teacher resource
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 112
photographs
charts/graphs
B/W
games

READABILITY

reading level 4-5 grade

interest motivator: games

DESCRIPTION:

This student manual is designed to teach basic math skills (addition, subtraction, multiplication, and division). In addition, students learn how to pay for items, make change, etc. The format is that of a student guide in which students play games and answer questions in the guide. Pages are perforated and a teacher's manual/answer book is available.

Order #: ISBN 0-8224-7185X Price: $ 3.30 plus $2.00 min. transportation & handling
Teacher's manual is free and comes with text.

COMMENTS:

This manual may provide supplementary aid for disadvantaged students with poor reading and arithmetic skills. Most of the pages have pictures of the actual coins and bills or items to be purchased.

TITLE: USING MONEY SERIES

AUTHOR: Wool

SOURCE:
Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, NY 13135

Order #: See below. **Price:$** See below. **Copyright:** 1973

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 62 each
drawings/cartoons
B/W

READABILITY

reading level 4-7 grade

DESCRIPTION:

Four books are available in the series:

Book I	Counting My Money	#171	$2.50
Book II	Making My Money Count	#172	2.50
Book III	Buying Power	#173	2.50
Book IV	Earning, Spending & Saving	#174	2.50
A teacher's Answer Key		#224	1.00

These books cover basic concepts, such as: recognition of coins; relative value; writing amounts of money; totaling coins; making change; counting change from bills; buying food, household goods, and clothes; working part time; wage deductions; bank services; etc. Lessons are illustrated and contain student activities. Reading level increases with each book.

COMMENTS:

These student workbooks, by merit of their extensive use of illustrations and limited reading portions, may be well-suited for use by disadvantaged students.

TITLE: USING THE PHONE BOOK

AUTHOR: Gundlach, P., and Kelsey, K.

SOURCE: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title **Price:$** 3.10 **Copyright:** 1980

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
reinforces positive personal/
social behavior

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 64
drawings/cartoons
B/W

READABILITY

reading level 2-3 grade
large print
double columns

DESCRIPTION:

Using the Phone Book provides clues to finding a number quickly, alphabetical-order skills, how to use the Yellow Pages, understanding an index, and such resources as: time, weather, information, survival guide, area code maps, transportation routes, and emergency numbers. All of the topics are reinforced with practical exercises.

A teacher's manual is included free.

COMMENTS:

Students are carefully led through the contents of this valuable resource and are shown how to find what they want to know and how to use what they find to their advantage.

TITLE: USING THE WANT ADS

AUTHOR: Jew, W., and Tandy, J.

SOURCE: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545

Order #: By title Price: $ 3.10 Copyright: 1977

SUBJECT AREA: Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

develops self-worth concept
reinforces positive personal/social behavior

INTENDED USE

student resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
stapled
pages: 64
drawings/cartoons
charts/graphs
B/W

READABILITY

reading level 3rd grade

large-print format
double-column copy
generous paragraph spacing
interest motivator: word games

DESCRIPTION:

Using the Want Ads contains an introduction, 8 units, and a guide to phonetics respellings. A separate teacher's manual is included free. The 8 units are:

1. What Are Want Ads?
2. Finding Want Ads
3. Letting the Alphabet Help
4. Looking for a Job
5. Looking for an Apartment
6. Looking for Wheels
7. Writing Want Ads
8. Using Your Local Newspaper

Workbook-type manual contains checkpoint and word-check activities for review. Teacher's manual contains a note from the authors, an overview of main ideas, suggested activities, a vocabulary list, and an answer key.

COMMENTS:

Student workbooks are written for the slow reader. Ads are printed larger than life, but actual abbreviations are used and explained. Illustrations are culturally balanced. Crossword puzzle and word games help students become more familiar with new vocabulary.

TITLE: VOCATIONAL RELATED MATH

AUTHOR:

SOURCE: State Department of Vocational and Technical Education
Curriculum and Instructional Materials Center
1515 West Sixth Avenue
Stillwater, OK 74074

Order #: See below. **Price:$** See below. **Copyright:** 1972

SUBJECT AREA: Basic Math Skills/Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf
pages: 1200+
B/W

READABILITY

reading level 6-8 grade

DESCRIPTION:

Mathematics is presented with a vocational or consumer orientation. Units include measurement, whole numbers, fractions, decimals, percent, consumer education, geometry. Each unit includes an achievement test.

	Order #	Price
Teacher's Edition	3100299	$ 15.00
Student's Edition	3100289	10.00
Binder (C.V.E.T.)	3100349	3.50

COMMENTS:

Material is useful as a remedial math program in a vocational class or as a guide to develop a vocationally oriented math program.

VIII

Limited-English-Proficiency

Limited-English-Proficiency

FWAP
-GARCIA-

Limited-English-Proficiency

Limited-English-Proficiency

TITLE: BILINGUAL VOCATIONAL INSTRUCTOR TRAINING*

AUTHOR: Hurwitz, Alan

SOURCE: National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210

Order #: IN 201 **Price:** $ 3.25 **Copyright:** 1980

SUBJECT AREA: Limited-English-Proficiency/Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 42

READABILITY

reading level: professional

DESCRIPTION:

This research report presents a comprehensive analysis of the background, issues, funding, competencies, and programs involved in bilingual vocational instructor training. The report is one in a series of reports on topics of interest to vocational educators. Other topics include Vocational Education and Mid-Career Change (IN 198; $2.80); Basic Mathematics Skills and Vocational Education (IN 199; $2.80); Basic Reading Skills and Vocational Education (IN 200; $2.35); etc. Write for catalog of complete listings.

COMMENTS:

Good overview of bilingual vocational instructional training issues and program development.

*Available through VOICE: #01861

TITLE: CAREER UNITS FOR EVERY STUDENT (CUES)

AUTHOR:

SOURCE: CUES
Hollywood High School, Room 40
1521 N. Highland Avenue
Hollywood, CA 90028

Order #: By title Price:$Not available Copyright:N/A

SUBJECT AREA: Career Education/Language/Communication
Limited-English-Proficiency

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
develops self-worth concept develops world-of-work concept	teacher resource student resource secondary level

MATERIAL FORMAT/ILLUSTRATIONS	READABILITY
	reading level _____grade

DESCRIPTION:

Career Units for Every Student provides material and training for grade 10-12 NES/LES/ESL students in making career decisions. CUES helps students learn what career options are available, develop the language skills needed for their job applications and interviews, improve their job applications and interviews, and improve their self-concept as well as their ability to make future career decisions. Includes material for:

- Dental Hygienist
- Medical Assistant
- Occupational Therapy Assistant
- Paramedic
- Licensed Vocational Nurse
- X-Ray Technologist

COMMENTS:

TITLE: CONTROLLED COMPOSITION IN ENGLISH AS A SECOND LANGUAGE*

AUTHOR: Paulston, C., and Dykstra, G.

SOURCE: Regents Publishing Company, Inc.
2 Park Avenue
New York, NY 10016

Order #: 18070 **Price:**$Not available **Copyright:**1973

SUBJECT AREA: Limited-English Proficiency/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

student resource
individual/group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 92

READABILITY

reading level 9-12 grade

interest motivator: Content of reading passages

DESCRIPTION:

A textbook to teach composition to foreign students whose approximate achievements in English would correspond to an overall score of 550 or better on the TOEFL examination (Testing of English as a Foreign Language). The emphasis is on the mechanics of English: grammar, sentence structure, idiomatic usage, spelling, and punctuation, along with exercises using transition words, parallelism, and outlining.

The text consists of 65 model passages and a series of 122 steps or instructions for students to follow in rewriting the models. Each step covers a specific language pattern or grammar rule. Each step consists of two parts (Situation and Assignment), which create a setting for the rewriting. A "List of Steps and Model Passages," along with reference material in the appendices, reinforce features covered in the text.

COMMENTS:

The text represents a new approach to teaching and learning writing by writing. The teacher acts as a guide, helping students to progress at an individual rate through an ordered but limited number of steps. This allows for a correction system which takes only a few moments of teacher time per composition.
*Available through VOICE: #06501

TITLE: DEGREES OF READING POWER*

AUTHOR: The New York State Education Department
and Touchstone Applied Science Associates

SOURCE: DRP Services
The College Board
888 Seventh Avenue
New York, NY 10106

Order #: DRP Sample Set, SA3-1 **Price:$** 10.00 **Copyright:** 1981

SUBJECT AREA: Professional Resources/Limited English Proficiency

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

Degrees of Reading Power (DRP):
pages: 33 Users Manual
11 Test Booklet
26 Test Administration Manual
85 Readability Report

READABILITY

reading level: professional

DESCRIPTION: The Degrees of Reading Power (DRP) program has two components:

- tests to measure a student's ability to process prose
- readability analyses of instructional materials

Each DRP test consists of a number of prose passages on a variety of topics, which were written specifically for the DRP tests. In each test booklet, passages are arranged in order of difficulty. DRP tests identify the hardest prose that students can read. It can be used to determine the English-language proficiency level of bilingual students which is not reflected in their level of academic achievement in other content areas.

COMMENTS: The DRP program is an integrated systems approach to assessment and instruction in reading. It can be used to monitor a student's progress toward educational goals in reading and provide an outcome measure for school accountability. DRP provides information to match instructional materials to student ability as outlined in the Readability Report.

* Sample packet available through VOICE: #06490

TITLE: ENGLISH THAT WORKS!

AUTHOR: Savage, K.; How, M.; Young, E.

SOURCE: Scott, Foresman and Company
1900 East Lake Avenue
Glenview, IL 60025 (800)323-5482
Regional Office (415) 857-0551

Order #:	24551-9 Book 1	**Price:** $2.85	**Copyright:** 1982
	24554-3 Inst. Book	$ 5.45	
	24557-8 Audio Cassettes	$64.98	

SUBJECT AREA: Limited English Proficiency

FEATURES FOR DISADVANTAGED STUDENTS

focuses on English skills needed in the world of work; e.g., forms for job application, interview questions, reading want ads and job announcements

INTENDED USE

adults who want to learn English that will help them get a job

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 204
cartoons and photographs
generous spacing
includes instructors book and 6 audio cassettes

READABILITY

reading level LEP grade

DESCRIPTION:

Each lesson is divided into language and job skills. Pictures introduce new words, followed by practice conversations. Then there is a section in which students are asked to write what they've just learned. Students practice filling out parts of job application forms, time sheets, etc. Students learn to read the telephone directory, maps, wage tables. Use of audio cassette tapes develops listening comprehension.

COMMENTS:

Relevant, interesting format. Instructor's book provides specific activities to help teach the lessons. Available cultural notes ($1.20) for Spanish, Chinese, or Vietnamese students. Also flashcards ($34.98).

TITLE: HORIZON

AUTHOR: Rezabek, Dale R.

SOURCE: California State Department of General Services
Office of Procurement
Publications Section
P.O. Box 1015
North Highlands, CA 95660
Order #: By title
Price: $7.10
Copyright: 1981

SUBJECT AREA: Limited English Proficiency

FEATURES FOR DISADVANTAGED STUDENTS

provides information on resources and program models to assist program operators who wish to provide services

INTENDED USE

professional resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 171

READABILITY

reading level _____grade

DESCRIPTION:

A study of the increasing numbers of limited-English-proficient persons and their need for vocational education and employment training-related services. Includes descriptions of problems and solutions to help policy makers set priorities or develop rationales for expenditure of funds. Provides working definitions of frequently used terminology. Specifies growth patterns of the LEP population, plus a status report on their needs, characteristics, and unsolved problems. Outlines a four-point framework for solving these problems; lists 42 sources of funding; and includes a complete analysis of 14 current LEP programs in California.

COMMENTS:

Must reading for educators involved with LEP students.

TITLE: INDIVIDUAL CORRECTIVE ENGLISH

AUTHOR: Warner, Price, Miller

SOURCE: McCormick-Mathers Publishing Company
Florence, Kentucky 41042

Bk 2: ISBN 0-800-90801-5
Bk 3: ISBN 0-800-90803-1
Order #: Price: $ Not available Copyright: 1977
Bk 4: ISBN 0-800-90808-2

SUBJECT AREA: Limited English Proficiency/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format

INTENDED USE

student resource
secondary level
individual instruction

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 67 Bk 2
95 Bk 3
97 Bk 4
B/W with blue accent color

READABILITY

reading level _____grade

large-print format
generous paragraph spacing

DESCRIPTION:

These three student workbooks deal with similar content but become progressively more difficult from Book 2 to Book 4. The workbooks are divided into units, each of which has its own lessons or exercises. Topics covered include capital letters, sentences, punctuation, and using the right word. Each unit has its own review section; a final review and inventory are also included. The table of contents contains a score chart for each lesson or exercise.

Answers to all lessons and inventories are in a teacher's manual for each book.

COMMENTS:

Good workbook for practice and review. Explanations for the lessons or exercises are very short and easily understood.

TITLE: LANGUAGE SKILLS FOR LIMITED-ENGLISH-SPEAKING STUDENTS

AUTHOR:

SOURCE: Technical Skills Language Center
Language Arts Division
College of San Mateo
San Mateo, CA 94402

Order #: By title **Price:$** No price set by college **Copyright:** 1980

SUBJECT AREA: Limited English Proficiency

FEATURES FOR DISADVANTAGED STUDENTS

modifiable instructional format

INTENDED USE

student resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

pages: 40

READABILITY

reading level _____grade

DESCRIPTION: This manual was created to improve the reading and writing skills of vocational/technical/career students whose native language is not English.

Topics included in the manual are reading for the main idea; prereading; scanning; summary writing; defining words; describing; classifying; process or task analysis; and verb tenses.

The manual includes exercises for students to complete at their own pace.

COMMENTS:

TITLE: NEW AMERICAN ENGLISH
Book One

AUTHOR: Alesi, Pantell, Gardiner

SOURCE: Sadlier-Oxford
A Division of William H. Sadlier, Inc.
11 Park Place
New York, NY 10007

Order #: ISBN 0-87105-0327-6 **Price:$** Not Available **Copyright:** 1972

SUBJECT AREA: Limited English Proficiency/Language/Communication Skills

FEATURES FOR DISADVANTAGED STUDENTS
written for adult students

INTENDED USE
individual/group instruction
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS
paperbound
pages: 149
drawings
B/W

READABILITY
reading level 2 grade
interest motivator:
illustrations are of adults
generous paragraph spacing

DESCRIPTION:

New American English, Book One, is from a newly revised series consisting of four books. Book One has 25 lessons containing the basic structures, vocabulary, and speech patterns needed for effective control of the language. There are five units based upon such topics as people, the home, family life, everyday events, and the neighborhood. Each unit has its own review.

The instructor reads to the class the repetition and conversation sections of each lesson and students repeat these sections in concert. Students then complete the exercises which accompany each lesson.

COMMENTS:

Good, unbiased illustrations which contain drawings of adults in everyday situations. Lessons require a great deal of involvement on the part of the instructor. Material is written on a low reading level but uses adult themes.

TITLE: OPENING DOORS*

AUTHOR: Wakefield, J., Ferguson, C., Limon, G.

SOURCE: Ceres Unified School District
P.O. Box 307
Ceres, CA

Order #: By title **Price:$** **Copyright:** 1980

SUBJECT AREA: Professional Resource/Limited English Proficiency

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

plastic spine
pages: 105

READABILITY

reading level _____grade

DESCRIPTION:

This handbook was developed to help school personnel assess and meet the vocational needs of limited-English-proficient students. It contains a chapter describing the various state-recommended tests for the assessment of language proficiency, with prices and ordering information, plus a list of resource persons throughout the state who are knowledgeable in this area. It critiques tests designed to identify the academic achievement, career interests, and aptitudes of LEP students and discusses the characteristics of the LEP population which relate to enrollment in vocational education classes.

COMMENTS:

Very compact and helpful handbook for teachers of limited-English-proficient students.

*Available through VOICE: #P-50-09-503

TITLE: SPANISH FOR DENTAL ASSISTANTS*

AUTHOR: Los Angeles Unified School District
East Los Angeles Occupational Center
SOURCE: 2100 Marengo Street, Los Angeles, CA 90033
(Publication is not available in sufficient quantity for widespread distribution at this time. One copy has been placed in VOICE for review purposes.)

Order #: **Price:$** **Copyright:** 1983

SUBJECT AREA:

FEATURES FOR DISADVANTAGED STUDENTS

provides immediate feedback

modifiable instructional format

INTENDED USE

student resource
teacher resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 97
cassette tapes
drawing/cartoons

READABILITY

reading level _____grade
motivator: practical conversational expressions

DESCRIPTION: The manual/tapes are designed to meet the needs of non-Spanish-speaking dental assistants who may become employed in offices where communication in Spanish is required. The manual is divided into color-coded sections which correspond to the dental assisting curriculum. There are six major sections, which include General Expressions and Vocabularly; Case History; Patient Instructions; Chairside Procedures; Front Office Procedures; and Glossary/Pronunciation Guide.

COMMENTS: Easy-to-learn Spanish phrases required by personnel to provide dental services, explain dental problems, lessen apprehension, instruct during procedures, and arrange payment and follow-up appointments.

TITLE: SPANISH FOR VOCATIONAL NURSES*

AUTHOR: Los Angeles Unified School District
East Los Angeles Occupational Center
SOURCE: 2100 Marengo Street, Los Angeles, CA 90033

(Publication is not available in sufficient quantity for widespread distribution at this time. One copy has been placed in VOICE for review purposes.)

Order #:
Price:$
Copyright: 1983

SUBJECT AREA: Limited-English Proficiency

FEATURES FOR DISADVANTAGED STUDENTS

provides immediate feedback

modifiable instructional format

INTENDED USE

student resource
teacher resource
individual instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 75
cassette tapes
drawings/cartoons

READABILITY

reading level _____grade

interest motivator: practical conversational expressions

DESCRIPTION: The manual/tapes are designed to meet the needs of non-Spanish-speaking nurses who may become employed in hospitals, clinics, or offices where communication in Spanish is required. The manual is divided into major functional units which correspond to nursing curriculum units. There are six major sections, which include General Expressions and Vocabulary; Admitting the Patient/Case History; Daily Care of the Patient; Front Office Procedures; and Glossary and Punctuation Guide.

COMMENTS: Interesting presentation; limited expressions easily learned for a practical purpose. Tape is correlated with each section and promotes self-paced instruction.

*Available through VOICE: #06690

IX

Miscellaneous Subject Areas

Miscellaneous Subject Areas

Miscellaneous Subject Areas

Miscellaneous Subject Areas

DIRECTORS OF ENVIRONMENTAL HEALTH
CALIFORNIA LOCAL ENVIRONMENTAL HEALTH JURISDICTIONS

SEPTEMBER 1981

ALAMEDA COUNTY (415) 874-5116

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Environmental Public Works Agency
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San Bernardino, CA 92415

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1700 Pacific Highway
San Diego, CA 92101

SAN FRANCISCO CITY AND COUNTY (415) 558-4846

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101 Grove Street
San Francisco, CA 94102

SAN JOAQUIN LOCAL HEALTH DISTRICT (209) 466-6781

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*Comprehensive Environmental Health Agency

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****

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*Comprehensive Environmental Health Agency

DIRECTORS OF ENVIRONMENTAL HEALTH

Alphabetical Listing

Arnold, Jeffrey W.	Humboldt-Del Norte
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**Acting

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Nevada
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Shasta
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Santa Cruz
Solano
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San Luis Obispo
Santa Barbara
Ventura
Vernon City

BEST COPY AVAILABLE

Reading List

ALCOHOL AND YOUTH READING LI

MS229

February

The following is an annotated Reading List on the topic, Alcohol and Youth. Current publications and materials have been selected to aid the preteen and teenage reader interested in additional information concerning this subject. The list includes a variety of current materials and is not intended to be an exhaustive bibliography. These materials are divided into two major categories, non-fiction and fiction, and include selections from all reading levels. Subject areas include drinking and driving, facts about alcoholic beverages and alcoholism, fictional stories about teenagers experiencing problems with alcohol, and decision-making and resources for pre-teens and teenagers.

Following the abstract is a notation giving the availability and cost of each item. Prices are subject to change. Many of these books are also available in local libraries.

NON-FICTION:

Elementary:

Hyde, M.P. Know About Alcohol. New York: McGraw-Hill Book Company, 1978.

This book is aimed at preteenaged youth. Facts about the positive and negative sides of drinking alcoholic beverages are presented. The difference between use and abuse is made clear. Among other features, problems such as drinking parents and other situations which apply to the lives of eight-to-twelve year olds are presented with suggestions about how to cope with them.

Availability: McGraw-Hill Book Company,
Princeton Road, Hightstown,
NJ 08520 ATTN: Order
Department ($6.95)

Lee, E.E., and Israel, E. Alcohol and You. New York: Julian Messner, Simon & Schuster, Inc., 1975.

This book provides information to young people about alcohol, and is intended to help young readers make decisions about drinking. It explores the origins and uses of alcohol, its effects on the body, the physical and social problems it can cause, and what can be done and where to find help for the alcoholic and his or her family.

Availability: Simon and Schuster, Inc.,
1230 Avenue of the Americas,
New York, NY 10020 Attn:
Mail Order Department ($6.29)

Seixas, J.S. Alcohol: What It Is, What It Does. New York: William Morrow, Greenwillow Books, 1977.

This primer book for preteen youth is a straight-forward, uncomplicated account of the use and abuse of alcohol. The topics include: drinking, facts about alcohol, the body and alcohol, alcoholism is a sickness, and decision making.

Availability: William Morrow Company,
6 Henderson Drive, West
Caldwell, NJ 07006 ($5.95)

Junior High:

Al-Anon Family Group Headquarters. Alateen - Hope For Children of Alcoholics. New York: Al-Anon Family Group Headquarters, 1973.

The objectives, organization, and history of Alateen are elaborated, and case histories of people who are helped through affiliation with the organization are presented. The disease concept of alcoholism is discussed, with emphasis on the "family tendency" to develop alcoholism and the "family disease" approach to the problem. The twelve traditions of Alateen are explained, personal stories are recounted, and the various aspects of group planning and functioning are described. The expansion of Alateen into a world-wide community is traced, and historical highlights of its growth are cited.

Availability: Al-Anon Family Group Headquarters, Inc., P.O. Box
182, Madison Square
Station, New York, NY 10010
($3.75) (Discounts available
on orders of 5 or more)

Seixas, J.S. Living With A Parent Who Drinks Too Much. New York: William Morrow, Greenwillow Books, 1979.

This book is aimed at helping children of alcoholics understand what is happening to them and to their parents. Alcoholism and behavior of the alcoholic are described. The inevitable struggles that arise within the family relationships are pinpointed. How others have dealt with similar problems and feelings is shown, along with specific suggestions that may be followed to make life more bearable and productive.

Availability: William Morrow and Company,
6 Henderson Drive, West
Caldwell, NJ 07006 ($7.50)

Senior High:

American Automobile Association. You...Alcohol and Driving. Falls Church, VA: AAA, Traffic Engineering and Safety Department, 1976.

The purpose of this booklet is to provide accurate information about alcohol, and about drinking and driving so that responsible decisions can be made. Youth drinking, drinking and driving, and a person's responsiblity to others in drinking situations are covered.

Availability: Local AAA Clubs ($ .45)

Milgram, G.G. Coping With Alcohol. New York: Richards Rosen Press, 1980.

This book provides useful objective information for students, parents, and educators about alcohol, its use, and it effects. The importance of clarifying personal values toward alcohol use is stressed; sample values clarification exercises are included. The text is arranged in question-and-answer format and presents factual information on such topics as types of alcohol and alcoholic beverages, history of alcohol use, attitudes toward alcohol use, adult and teenage alcohol use, effects of alcohol on the body, alcohol problems, and alcoholism. Effects of alcoholism on non-alcoholic family members are also discussed.

Availability: Richards Rosen Press, Inc.,
29 East 21st Street, New York,
NY 10010 ($7.97)

North, R., and Orange, R., Jr. Teenage Drinking: The #1 Drug Threat to Young People Today. New York: Collier Books, MacMillan, 1980.

This book is written primarily for teenagers as a tool for learning about teenage drinking: it combines information with ideas, separates myth from fact and combines humor with seriousness. For other interested individuals, appendices are provided that offer additional suggestions for initial intervention in the area of teenage alcoholism, sample programs and questionnaires, and a list of resources for assistance and/or literature.

Availability: MacMillan Publishing Co.,
Front & Brown Streets,
Riverside, NJ 08075 ($4.95)

FICTION:

Elementary:

Kenny, K., and Krull, H. Sometimes My Mom Drinks Too Much. Milwaukee, WI: Raintree Children's Books, MacDonald Raintree, Inc., 1980.

This illustrated book, through simple narrative and dialogue, demonstrates the impact that a parent's alcoholism can have on the entire family, particularly the child. The child in this story, a little girl, is constantly struggling to cope with the effects of her mother's alcoholism. By explaining that her mother's strange behavior is caused by illness and by enlisting her aid, the father helps the child to channel her thoughts into a positive direction.

Availability: MacDonald Raintree, Inc.,
205 West Highland Avenue,
Milwaukee, WI 53202 ($8.95)

Junior High:

Green, S. The Boy Who Drank Too Much. New York: Viking Press, 1979.

Presented in this novel is the story of a high school boy who, out of loneliness and isolation, turns to alcohol. Efforts by friends to change his course of drinking fail. He continues to drink excessively until a crisis causes him to reevaluate his life and seek help for his drinking problem.

Availability: Viking Penguin Inc., 299
Murray Hill Parkway, East
Rutherford, NJ 07073 ($8.95
+ .75 postage and handling)

Howard, M. Teenage Drinking: Did I Have a Good Time? New York: The Continuum Publishing Corporation, Division of Seabury Press, 1980.

A fictional account of three young people is presented, and the story follows them through initial encounters with alcohol to the point at which alcohol causes some significant change in their lives. Typical alcohol-related problems faced by youth, and alternative solutions to these problems are offered. Throughout the book, commentary is presented to clarify issues and to add information of interest to teenagers, their parents, and those in the helping professions.

Availability: Seabury Service Center,
Somers, CT 06071 ($10.95)

Oppenheimer, J.L. Francesca, Baby. New York: Scholastic Book Services, 1976.

This novel depicts the relationship of a teenage girl to her family, particularly her alcoholic mother. It describes some of the problems she faces in school and in her social life as she tries to hide the fact that her mother has a drinking problem. She is finally persuaded by friends and her teacher to seek help for herself through Alateen. Family relationships take a turn for the better as her mother decides to seek help for her drinking problem through Alcoholics Anonymous.

Availability: Scholastic Book Services,
Order Department, 906 Sylvan
Avenue, Englewood Cliffs, NJ
07632 ($1.25)

Snyder, A. My Name Is Davy: I'm an Alcoholic. New York: Holt, Rinehart & Winston, 1977.

This contemporary novel depicts the escapades of a high school boy and his girl friend whose involvement with alcohol leaves them desperate and frightened to the point where they seek, and finally find help. Matters improve until the night of a wild beach party, when the boy makes a decision with catastrophic and destructive results for both himself and his girl friend.

Availability: Holt, Rinehart & Winston,
383 Madison Avenue, New York,
NY 10017 ($5.95)

BEST COPY AVAILABLE

BEST COPY AVAILABLE

Senior High:

Scoppettone, S. Late Great Me. Illinois: Bantam Books, Inc., 1977.

This story depicts a seventeen-year-old girl who, in her search for popularity, gets involved with alcohol and eventually becomes an alcoholic. She recovers from her alcoholism through the help of Alcoholics Anonymous.

Availability: Bantam Books, Inc., 414 East Golf Road, Des Plaines, IL 60016 ($1.95 + 1.25 postage and handling)

Wagner, R.S. Sarah T. - Portrait of a Teenage Alcoholic. New York: Random House, Ballantine Books, 1975.

This is a fictional story about Sarah, a teenage alcoholic. Sarah takes her first drink at her mother's wedding reception. Over the next two years, she increases the frequency of her drinking. The effects of alcohol on Sarah's family life and personal life are illustrated. The growing problem of adolescent liquor abuse is shown, along with the need for prevention and rehabilitation for alcoholism.

Availability: Random House, Inc., Order Department, 400 Hahn Road, Westminster, MD 21157 ($1.50 + $1.00 postage and handling)

NIAAA
National Institute on Alcohol Abuse and Alcoholism

NATIONAL CLEARINGHOUSE FOR ALCOHOL INFORMATION

PUBLICATIONS ORDER FORM

The National Clearinghouse for Alcohol Information (NCALI) distributes alcohol-related pamphlets, books, posters and other materials published by the National Institute on Alcohol Abuse and Alcoholism. Listed below are some of the informational items available from the Clearinghouse. If you would like to receive a copy of any of these items, check the box next to the title. Limited quantities of these materials are available free of charge. If you are interested in obtaining large quantities of any of the items, please so indicate and we will send you details on how and where to obtain them. If you are interested in more information on other Clearinghouse services, simply write a letter detailing your request. We will be pleased to take care of your further alcohol information needs.

ORGANIZATION

LAST NAME FIRST

OCCUPATION

STREET ADDRESS

CITY

STATE ZIP COUNTRY

PUBLICATIONS

- ☐ DT415 *HOW TO TALK TO YOUR TEENAGER ABOUT DRINKING AND DRIVING. Offers facts about drinking as well as specific guidelines for parents in discussing alcohol use with their high school age children. 12 pp.
- ☐ DT911 AN ACTIVIST'S GUIDE FOR CURBING THE DRUNK DRIVER. Provides factual information about the hazards of drinking and driving. 22 pp.
- ☐ PH73 ALCOHOL ABUSE AND WOMEN: A GUIDE TO GETTING HELP. Offers support and treatment information for the woman with an alcohol problem, with emphasis on the particular difficulties faced by the woman problem drinker. 25 pp.
- ☐ PH90 *ALCOHOL AND YOUR UNBORN BABY. The risks and potential effects of heavy drinking on the unborn baby are identified to help mothers and families make the best informed, personal decisions concerning alcohol use during pregnancy. 16 pp.
- ☐ PH108 TREATING ALCOHOLISM: THE ILLNESS, THE SYMPTOMS, THE TREATMENT. Causes and symptoms of alcoholism and its effect on the body are described along with types of therapies and treatment facilities. National organizations and other sources for additional information are named. 16 pp.
- ☐ PH116 UNAMOS NUESTROS ESFUERZOS....EL ALCOHOLISMO ES UN PROBLEMA DE TODA LA FAMILIA. Bilingual Publication. Discusses alcoholism as a family problem; explains alcoholism, warning signs, how to assist a family member and where to go for assistance.
- ☐ AV151 *IN FOCUS: ALCOHOL AND ALCOHOLISM AUDIOVISUAL GUIDE. Provides content, pricing, and ordering information for audiovisual materials currently available on alcohol abuse and alcoholism. 86 pp.
- ☐ PH162 ALCOHOLISM PREVENTION: GUIDE TO RESOURCES AND REFERENCES. Bibliography pertaining to the primary prevention of alcoholism. 88 pp.
- ☐ MS33 AGENCIAS Y CONTACTOS EN LOS ESTADOS ACERCA DE ALCOHOLISMO Y LOS HISPANOS
- ☐ PH119 HABLEMOS EN CLARO...ALGUNAS PREGUNTAS Y RESPUESTAS SOBRE EL ALCOHOLISMO. Bilingual Publication. Details what is alcoholism, its symptoms, how it affects personality and the body, sources for treatment and assistance.
- ☐ PH120 DE MUJER A MUJER...HABLEMOS SOBRE EL ALCOHOLISMO. Bilingual Publication. Alcoholism is discussed from the point of view of Hispanic women. Explains treatment and information sources and facilities.

BEST COPY AVAILABLE

BEST COPY AVAILABLE

☐ BK72 THE WHOLE COLLEGE CATALOG ABOUT DRINKING. Focuses on alcohol use and abuse on the college level and suggests prevention programming strategies for affecting the problem. 129 pp. (out of stock - being reprinted)

☐ PH23 DRINKING ETIQUETTE. Takes a look at the ways people drink and proposes some guidelines to help host, hostess, and guest develop a drinking etiquette thereby avoiding many of the problems which come with unwise drinking. 13 pp.

☐ PH92 *FACING UP TO ALCOHOLISM. The recovery process is detailed for persons who may have developed a drinking problem. 11 pp.

☐ PH95 *IS BEER A FOUR LETTER WORD? Contains project ideas, materials, suggestions and alcohol education concepts from many sources across the country. The purpose of Is Beer a Four Letter Word? is to interest young people in alcohol-related issues which affect them, and to encourage them to initiate alcohol abuse prevention projects. 60 pp. (2 copy limit)

☐ PH104 SOMEONE CLOSE DRINKS TOO MUCH. Suggestions are offered on how a person can play a key role in the turnabout, treatment, and recovery of "someone close" with an alcohol problem. 15 pp.

☐ PH105 ALCOHOL: SOME QUESTIONS AND ANSWERS. Briefly answers several questions concerning the effects of alcohol on the body and the reasons why people drink. 14 pp.

☐ PH111 HOW TO HELP: WHAT YOU CAN DO TO HELP YOUR COMMUNITY HELP ALCOHOLIC PEOPLE. Suggests ways to initiate and implement change in alcoholism services on a local level. 16 pp.

☐ PH158 *TEACHING ABOUT DRINKING. Suggests classroom techniques for encouraging safe drinking attitudes. 10 pp.

☐ DR DIRECTORY OF TREATMENT RESOURCES. Indicate the state for which you would like to receive a directory.
DR ________________________________.

☐ MS140 DIRECTORY OF STATE AND TERRITORIAL ALCOHOLISM AUTHORITIES AND PROGRAM DIRECTORS

☐ MS111 *PREVENTION X THREE: ALCOHOL EDUCATION MODELS FOR YOUTH. Describes models for grades K-12, grades 3-12, and college.

POSTERS

☐ AV80 Posters. Complete set. Individual posters listed below.

Single order only.

☐	AV88.5	If You Drink a Lot of Beer	14" x 17", color
		Typical Alcoholic (not available as single)	
☐	AV88.7	Getting Drunk	14" x 17", color
☐	AV88.8	SALUD...SALUD? Lists in Spanish the major warning signs of alcoholism. Size, 20" x 30".	
☐	AV88.9	TU DECISION Bilingual message designed to inform Hispanic youth on decision making about drinking. Size, 20" x 30".	

☐ AV99 Posters. Complete set 18" x 23", black and white, targeted to black Americans. Individual posters listed below.

- ☐ AV99.1 Reverend Jesse Jackson
- ☐ AV99.2 Physical Fitness
- ☐ AV99.3 School
- ☐ AV99.4 What Kind of Example

National Clearinghouse for Alcohol Information
P.O. Box 2345
Rockville, MD 20852

* Available through VOICE.

"COLLECT" WORDS
WITH THIS BOOKMARK!

GET YOURSELF A PENCIL

IMPORTANT NEW WORD	PAGE LOCATION
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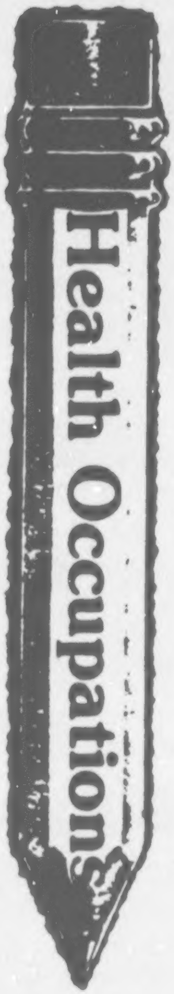
Health Occupations


Health Occupations

"COLLECT" WORDS
WITH THIS BOOKMARK!

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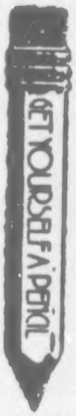
GET YOURSELF A PENCIL

"COLLECT" WORDS
WITH THIS BOOKMARK!

Health Occupations


GET YOURSELF A PENCIL

IMPORTANT NEW WORD	PAGE LOCATION
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ORDER FORM

NEWS FOR YOU is a four-page tabloid published fifty weeks each year (two weeks off at Christmas). A special eight-page issue is published once a month from October through May.

The NEWS FOR YOU Instructor's Aid is published weekly. Two copies of the Aid are supplied free with any order of two or more papers sent to the same address.

HOW TO ORDER (Please fill out A,B,C,D,E,F):

A Number of Subscriptions:

A Edition (4th-5th grade R.L.) __________

B Edition (5th-6th grade R.L.) __________

TOTAL: __________

B Term (Select One):

☐ 10 weeks*
☐ 16 weeks
☐ 18 weeks
☐ 20 weeks
☐ 30 weeks
☐ 36 weeks
☐ 40 weeks
☐ 50 weeks

* Minimum Subscription Period

C Beginning Date:

Order to begin on: __________________ 19____

(Please allow four weeks for processing)

D Cost:

Single Subscription: $.12 per paper; $6.00 (year)

Your Total Cost can be figured by multiplying A(Total number of subscriptions) x B(number of weeks) x $.12.

TOTAL COST: __________

SIGNATURE: ______________________________

E This is:

☐ A renewal ☐ A new order

F Payment Plan (Check One):

☐ Payment Enclosed (Orders under $10.00 MUST be Prepaid)

☐ Bill address below

(All orders must be accompanied by a signed Purchase Order)

BILL TO:

School/Agency ______________________________
Name ______________________________
Dept. ______________________________
Address ______________________________
City __________________ State ________ Zip __________

SHIP PAPERS TO:

School/Agency ______________________________
Name ______________________________
Dept. ______________________________
Address ______________________________
City __________________ State ________ Zip __________

Return completed order form to ensure expedient delivery.

☐PLEASE SEND ME THE NEW
1982 NEW READERS PRESS CATALOG, FREE!

Send Orders Directly To:

New Readers Press
Dept. 33.
1320 Jamesville Ave.
Box 131.
Syracuse, New York 13210

4/82

TAPE DUPLICATION ORDER

Name ______________ Title ______________ Telephone ______________

Shipping Address ______________________________

School Name ______________ District Name ______________

TAPES FOR USE BY: VH ____ EH ____ OH ____ EMR ____ OTHER ______________ (Specify)

DUPLICATION SPECIFICATIONS

MTL NO.	TITLE OF SELECTION	No. of Copies	OPEN REEL (specify speed)					CASSETTE (specify speed)*				
			2 trk	4 trk	15/16	1-7/8	3-3/4	2 trk	4 trk	15/16	1-7/8	

IX-13

*Be sure to indicate playback speed capability of your equipment. Not all players will play all speeds. Most cassette players will play only 2 track at 1-7/8. If you are sending cassettes with this order you must send C-120 unless your playback unit has been modified to play at 15/16 IPS.

Signature of person authorizing payment for replacement of tapes ______________________

Title ______________ Date ________

OR Purchase Order No. ______________

Mail to: TAPE DUPLICATION CENTER/CDHS
721 Capitol Mall
Sacramento, California 95814
916-445-1290

Current Replacement Tape Costs:
(Subject to change without notice)

1200' reels	$1.95
600' reels	1.00
C-120 cassettes	1.73
C-60 cassettes	.75

NUMBER OF TAPES (IF ANY) ACCOMPANYING THIS ORDER: NUMBER ____________ TYPE ____________

Revised 9-25-80

VOCATIONAL AND OCCUPATIONAL INFORMATION CENTER FOR EDUCATORS
721 CAPITOL MALL -4th FLOOR
SACRAMENTO, CA 95814

Borrower Request Form

1. VOICE .... I need information or materials to assist me with the following:

and

The following descriptors define the kinds of materials I am looking for:
(Refer to the attached descriptor list.) Please limit your request to five descriptors.

or

2. VOICE .... please send me the following item(s):

Item number	Title	Author

Name

Date

District

Work phone

School college

Home phone

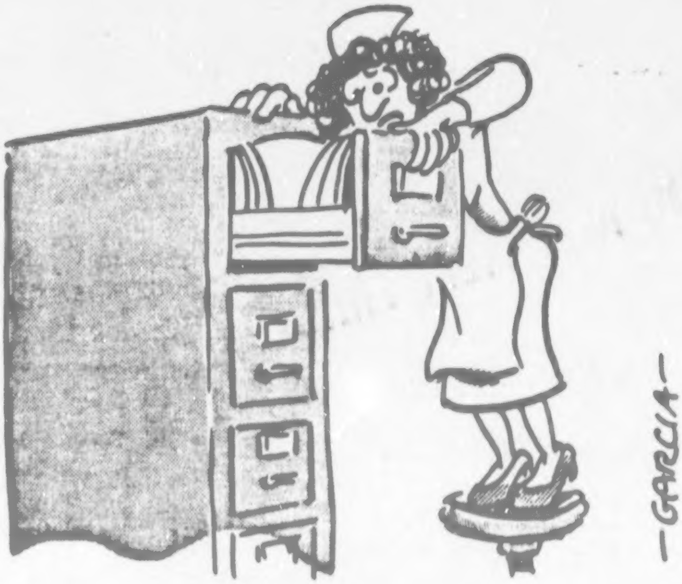
Address

City State ZIP code

F80-65 03-0161 10-80 BM

X
Professional Resources

Professional Resources



Professional Resources

Professional Resources

RESOURCE/ SERVICE: AIR AND WATER ANALYSIS

ADDRESS:

Local Environmental Health Programs Section
Stuart E. Richardson, Jr., R.S., Chief
Department of Health Services
714 P Street, Room 692
Sacramento, CA 95814

TELEPHONE: (916) 322-2040

COST: $ Free

Copyright:

SUBJECT AREA: Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
administrator resource

MATERIAL FORMAT/ILLUSTRATIONS

READABILITY

reading level _____grade

DESCRIPTION: Environmental health personnel in each county of California are available (upon request) to check air-radiation levels and water purity; e.g., in dental drills.

COMMENTS: For a list of local directors of environmental health, by county, see miscellaneous subject area in Resource Guide.

RESOURCE/
SERVICE: ALCOHOL ABUSE MATERIALS/PROGRAMS*

ADDRESS:
National Clearinghouse for Alcohol Information
P.O. Box 2345
Rockville, MD 20852

TELEPHONE: ( )

COST: $ No charge for limited quantities

SUBJECT AREA: Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

Spanish-bilingual publications available

INTENDED USE

teacher resource
student resource
administrator resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound

READABILITY

reading level _____grade

DESCRIPTION:

1) Guide to Alcohol Programs for Youth. U.S. Department of Health and Human Services Publication No. (ADM) 81-437; printed 1977; revised 1981.
2) The Community Connection: Resources for Youth Alcohol Abuse Prevention Programs. U.S. Department of Health and Human Services Publication No. RPO 289; 1980; revised 1981.
3) Alcohol-Specific Curricula - A Selected List,1981. U.S. Department of Health and Human Services Publication No. (ADM) 81-953; printed 1980; revised 1981.

See MISCELLANEOUS SUBJECT AREAS for a complete list of publications, posters, reading list, and order form for the clearinghouse.

COMMENTS:

Some of the publications listed on the clearinghouse order form in the MISCELLANEOUS SUBJECT AREAS are also available through VOICE and are marked with an asterisk.

*Available through VOICE: #00351

TITLE: ANNOTATED BIBLIOGRAPHY OF PREVOCATIONAL-VOCATIONAL MATERIALS FOR STUDENTS WITH SPECIAL NEEDS*

AUTHOR:

SOURCE: Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, MN 55110
(800) 652-9024

Order #: By title **Price:** $ **Copyright:** 1977

SUBJECT AREA: Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

materials are simplified for remediation

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

loose leaf
pages: 101

READABILITY

reading level ______ Professional ~~grade~~

DESCRIPTION:

The bibliography is divided into five sections: reading/language arts; math, survival skills, vocational, and instructional resources. Each entry consists of title, author, publisher, copyright, cost, and format. Items are not evaluated for their appropriateness to any program. Because the bibliography was prepared for special needs students, most of the material is simplified and remedial in nature. However, the 1977 copyright date means that the material that was reviewed is primarily from the early 1970s and before, and thus the most up-to-date material is not included.

COMMENTS:

*Available through VOICE: #06479

TITLE: THE BASIC LANGUAGE KIT

AUTHOR: Weiss, Helen, and Weiss, Martin

SOURCE: Treehouse Associates
Box 568
Great Barrington, MA 01230

Order #: By title Price:$ 11.75 Copyright: 1979

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

helps teachers develop strategies which cope with behaviors often exhibited by disadvantaged students; e.g., lack of motivation, acting-out behavior, limited mastery of basic skills

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

plastic spine
pages: 133

READABILITY

reading level _____grade

DESCRIPTION:

Provides useful suggestions to teachers who are dealing with learning disabled and/or disadvantaged students. Includes a section on diagnosis, which describes symptoms commonly exhibited by students, what the problem might be, and suggested techniques for overcoming it, in the areas of reading, writing, spelling, speaking, listening, and attitude. Includes diagnostic phonics tests, word-attack skills diagnostic tests, and Cloze test as a diagnostic tool. Suggests ways to teach these skills after diagnosis, as well as ways to teach comprehension skills. Includes sample lesson for motivating reading, sample Cloze tests and scoring procedures, sample exercises for developmental writing, suggested ways to teach notetaking in class, outlining, writing reports.

COMMENTS:

Includes extensive bibliography with general articles and specific materials, including games.

TITLE: BASIC READING SKILLS AND VOCATIONAL EDUCATION

AUTHOR: Thornton

SOURCE: National Center for Research in Vocational Education
1960 Kenny Road
Columbus, OH 43210

Order #: By title **Price:$** Not available **Copyright:** 1980

SUBJECT AREA: Basic Reading Skills/Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
administrator resource

MATERIAL FORMAT/ILLUSTRATIONS

READABILITY

reading level: professional

DESCRIPTION: Title II of the Education Amendments of 1976 (P.L. 94-482) states that if a student's deficiencies in reading inhibit success in a vocational program, the student can be considered academically disadvantaged and treatment is mandated. This emphasizes the fact that the responsibility for correcting reading deficiencies lies within the domain of the vocational educator. It is not enought for students to read textbooks. Occupational literature, such as instructions, specifications, safety warnings, formulas, employee-brochures, contracts, and codes must be read.

Remedial reading, generally, fails to address the occupational reading needs of vocational students. There is literature peculiar to each occupational speciality, and ability to read it is a vocational skill and an appropriate instructional component within vocational education.

Several studies of the readability level of vocational textbooks have found a discrepancy of 3.51 grades between vocational education students and their texts (Karnes & Genn, 1976).* Educational materials must be revised to reflect occupational reading needs. Textbooks should be on whatever level the literature is for a given task.

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*ED 137 543 Karnes, F. & Genn, C. Vocational Reading Development Program: Comparison of the Reading Comprehension Levels of the Post-secondary Voc/Tech Students with the Reading Levels of the Textbooks Utilized in the Voc/Tech Complexes in Mississippi.

TITLE: BILINGUAL VOCATIONAL INSTRUCTOR TRAINING*

AUTHOR: Hurwitz, Alan

SOURCE: National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210

Order #: IN 201 **Price:$** 3.25 **Copyright:** 1980

SUBJECT AREA: Limited-English-Proficiency/Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 42

READABILITY

reading level: professional

DESCRIPTION:

This research report presents a comprehensive analysis of the background, issues, funding, competencies, and programs involved in bilingual vocational instructor training. The report is one in a series of reports on topics of interest to vocational educators. Other topics include Vocational Education and Mid-Career Change (IN 198; $2.80); Basic Mathematics Skills and Vocational Education (IN 199; $2.80); Basic Reading Skills and Vocational Education (IN 200; $2.35); etc. Write for catalog of complete listings.

COMMENTS:

Good overview of bilingual vocational instructional training issues and program development.

*Available through VOICE: #01861

TITLE: CATALOG OF INSTRUCTIONAL MATERIAL FOR THE HANDICAPPED LEARNER*

AUTHOR:

SOURCE: Handicapped Learner Materials Distribution Center
Indiana University
Audio-Visual Center
Bloomington, IN 47405

Order #: By title   Price:$ See below.   Copyright: 1979

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
administrative resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 408

READABILITY

reading level: professional

double-column format

DESCRIPTION: This is a bibliography of resources available to aid teachers of handicapped learners. The list is extensive, covering all areas of education not just vocational areas. Each entry provides the following information:

1. Title
2. Type of media (print, film, etc.)
3. Length (min./pages)
4. Brief commentary
5. Classifying heading
6. Publisher and copyright date

The publishers are listed at the back of the guide. Films are available on a free loan basis. Borrowers must pay return postage. Also available is a CATALOG OF EDUCATIONAL CAPTIONED FILMS FOR THE DEAF.* To receive films a request for application must be sent to Special Materials Project Loan Service, 814 Thayer Avenue, Silver Spring, MD 20910. Catalogs are sent when application is approved.

COMMENTS: Resources in this reference are as much for disadvantaged students as for handicapped or LD/MR students. Commentaries do not specify effectiveness or appropriateness of material. Lengthy publishers' list is helpful when obtaining vendor catalogs.

*Available through VOICE: #05514

TITLE: CATALOG OF INSTRUCTIONAL TAPES FOR HANDICAPPED STUDENTS*
Preschool Through University Level

AUTHOR:

SOURCE: Clearinghouse Depository for Handicapped Students (CDHS)
California State Department of Education
721 Capitol Mall
Sacramento, CA 95814

Order #: By title **Price:$** Free **Copyright:** 1980

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

materials for the use of handicapped students only

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound.
pages: 76

READABILITY

reading level _____grade

DESCRIPTION:

Services of the Master Tape Library (MTL) and Tape Duplication Center of the Clearinghouse Depository are made available solely for the use of handicapped students. The MTL catalog lists tapes by both title and series. The "title entry" consists of:

1. MTL number
2. Number of recorded tracks for the title
3. Grade level
4. Title
5. Series name (if any)
6. Author(s) and/or editor(s)
7. Publisher
8. Copyright date
9. Editing number (if any)
10. Reading level (if different from grade level)

The Tape Duplication Center makes duplicate recordings of any tape in the MTL at replacement-of-materials cost and according to the specifications supplied by teachers and students. A Tape Duplication Order Form is included in the MISCELLANEOUS SUBJECT AREAS.

COMMENTS: A time-compressed speech facility was established at the CDHS to help students and teachers develop listening skills. The Master Tape Library, Tape Duplication Center, and Aural Learning Program comprise the Aural Media Services of the CDHS. The CDHS is a unit of the Office of Special Education.

* Available through VOICE: #05864

TITLE: CENTERS FOR EDUCATIONAL IMPROVEMENT

Northern Center	Central Center	Southern Center
Office of Butte County Supt. of Schools 5A County Center Drive Oroville, CA 95965 (916) 534-4208 (916) 534-4244	Office of Santa Clara County Supt. of Schools 100 Skyport Drive San Jose, CA 95110 (408) 947-6500	Office of L.A. County Supt. of Schools 9300 East Imperial Hwy. Downey, CA 90242 (213) 922-6170

Order #:

Price:$

Copyright:

SUBJECT AREA: Professional Resources/Basic Reading/Math/Language Skills

FEATURES FOR DISADVANTAGED STUDENTS

includes multiplicity of diagnostic/prescription projects in basic skills areas

includes career awareness and guidance programs

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 103
+ supplement

READABILITY

reading level: professional

DESCRIPTION: Each of the three centers serves public and nonpublic educators by region, providing free information and technical assistance on exemplary programs in all areas of the curriculum, prekindergarten through grade 12. All programs have been validated for educational effectiveness, cost effectiveness, and adaptability. A free catalog is available on request, listing and describing all programs by major subject area. Additionally, the center maintains a computerized catalog system which can locate program information, by subject area, grade level, or title of project, author, or district. An overview of many projects is available on videotape and can be obtained by sending a blank videotape to the center with your request. If duplicate materials have been filed with the project, they will be sent on loan if requested.

Materials that were developed for any demonstration project in California are available at the center free, for the asking. Visits to demonstration sites may be arranged by the centers. They will also provide in-service training to help set up the program.

COMMENTS: Call for a free catalog. Ask about the center's Workshops for Implementing Planned Change.

TITLE: CLASSROOM ACTIVITIES FOR HELPING SLOWER LEARNING CHILDREN

AUTHOR: Lucas

SOURCE: Prentice-Hall
P.O. Box 10406
Newark, NJ 07101

Order #: ISBN 876282028 **Price:** $ 3.96 **Copyright:** 1974

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
individual/group instruction

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 56
drawings/cartoons
B/W

READABILITY

reading level: Professional

DESCRIPTION: The guide presents suggested activities to enhance learning experiences of slow learners. Independent activities are discussed as well as group activities and resources.

COMMENTS: Suggested group and individual activities are supplemental with illustrations. Specific activities and content area which are not directly applicable to vocational instruction can be adapted by vocational instructors by using the process suggested.

RESOURCE/
SERVICE: COMMISSION ON THE STATUS OF WOMEN*

ADDRESS: 926 J Street
Room 1506
Sacramento, CA 95814

TELEPHONE: (916) 445-3173 COST: $ No charge

SUBJECT AREA: Professional Resource/Life Skills/Consumer Education

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
presents issues related to women	teacher resource student resource
MATERIAL FORMAT/ILLUSTRATIONS	**READABILITY**
literature/pamphlets distributed by the Commission on the Status of Women	reading level _____grade

DESCRIPTION:

The following publications are available from the Commission on the Status of Women:

1. Directory of California City, County, and Community Commissions on the Status of Women
2. Job Bank Telephone Numbers - Sacramento Area
3. "An Overview of Women in the Work Force" - reprint of article
4. "Employment in Perspective: Working Women" - a reprint of article
5. "Facts on Women Workers" - reprint
6. California Women; Newsletters for 1981
7. California Commission on the Status of Women; What It Is; What It Does
8. Credit for Women - Department of Consumer Affairs, California
9. Women's Rights Handbook - Department of Justice, California; Pamphlet #9
10. The Equal Credit Opportunity Act and Women - Federal Womens Programs, Civil Engineering Laboratory, Port Hueneme, CA 93043
11. Consumer Credit - Bank of America, 1977

COMMENTS:

*An envelope containing publications distributed by the commission is available through VOICE: #06499.

TITLE: THE COMMUNITY RESOURCE PERSON'S GUIDE FOR EXPERIENCE-BASED LEARNING

AUTHOR: Burt, Douglas

SOURCE: Northwest Regional Educational Laboratory
710 S.W. Second Avenue
Portland, OR 97204

Order #: ISBN 0-89354-605-4 **Price:** $ 1.75 **Copyright:** 1977

SUBJECT AREA: Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

- develops self-worth concept
- develops world-of-work concept

INTENDED USE

- teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

- paperbound
- pages: 24
- photographs
- B/W

READABILITY

reading level: Professional

DESCRIPTION: This guide is designed to aid resource persons in becoming aware of their educational role with respect to experience-based learning. The following topics are covered: What is Experience-Based Learning?, Planning of Your Time with Students; Student Expectations; and Your Role as Evaluator.

COMMENTS: The guide is used in conjunction with the teacher text, Experience-Based Learning: How to Make the Community Your Classroom, and student texts. The total system can be used for individually oriented vocational education experience.

TITLE: CONSUMER EDUCATION IN AN AGE OF ADAPTATION

AUTHOR: Campbell

SOURCE: Sears, Roebuck and Company
Consumer Information Services, Dept. 703
Sears Tower
Chicago, IL 60684

Order #: ER-7 **Price:$** 2.00 **Copyright:** 1971

SUBJECT AREA: Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

developed specifically for
disadvantaged students

INTENDED USE

teacher resource
group instruction
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

pages: 103
charts

READABILITY

reading level professional ~~grade~~

DESCRIPTION:

Developed especially to aid teachers in adapting consumer education to meet the needs of economically disadvantaged students. Content areas deal with educational objectives and with methods for adapting programs to diverse student populations. Included also is a section of surveys/questionnaires to help identify, motivate, and evaluate students; an extensive bibliography on adapting instruction; and a glossary.

COMMENTS:

The general and specific suggestions for adapting materials for ethnic difference, economic disadvantage, and age difference are quite useful. The bibliography includes many references on individualized instruction. Much information is in chart form for quick referral.

TITLE: DEGREES OF READING POWER*

AUTHOR: The New York State Education Department
and Touchstone Applied Science Associates

SOURCE: DRP Services
The College Board
888 Seventh Avenue
New York, NY 10106

Order #: DRP Sample Set, SA3-1 **Price:$** 10.00 **Copyright:** 1981

SUBJECT AREA: Professional Resources/Limited English Proficiency

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

Degrees of Reading Power (DRP):
pages: 33 Users' Manual
11 Test Booklet
26 Test Administration Manual
85 Readability Report

READABILITY

reading level: professional

DESCRIPTION: The Degrees of Reading Power (DRP) program has two components:

- tests to measure a student's ability to process prose
- readability analyses of instructional materials

Each DRP test consists of a number of prose passages on a variety of topics which were written specifically for the DRP tests. In each test booklet, passages are arranged in order of difficulty. DRP tests identify the hardest prose that students can read. It can be used to determine the English-language proficiency level of bilingual students, which is not reflected in their level of academic achievement in other content areas.

COMMENTS: The DRP program is an integrated systems approach to assessment and instruction in reading. It can be used to monitor a student's progress toward educational goals in reading and provide an outcome measure for school accountability. DRP provides information to match instructional materials to student ability as outlined in the Readability Report.

*Sample packet available through VOICE: #06490

TITLE: DEVELOPMENT OF INSTRUCTIONAL MATERIALS: STUDY GUIDE, MODULE 8; American Institute for Research; US Office of Education, 1976; $1.55

SUBJECT AREA: Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS	**INTENDED USE**
	evaluation criteria for instructional materials

DESCRIPTION:

Commercial Instructional Materials and Visual Media Evaluation Criteria

a)	Content--	Does the content follow requirements of tasks to be learned? What % of total tasks are covered? Are there serious omissions, outdated information, over-emphasized minor aspects?
b)	Level--	Is the vocabulary difficulty level similar to other printed materials in the field for that age? Is the style readable? Are visual media appropriate for the age level of viewers? Do visual materials have sufficient action, pacing, and appropriate sequencing?
c)	Format/ Presentation--	Are there sufficient and clear illustrations? Is the binding, type, and paper appropriate for intended use? Are visual media more effective than demonstrating, reading, discussing, or experimenting?
d)	Authorship--	Is the author, producer, or editor a recognized authority? Is he or she qualified? Does he or she have a sound reputation?
e)	Treatment/ Technical Quality--	Is the presentation unbiased relating to controversial issues? Are visual media images sharp? Is the color natural? Is the sound realistic and intelligible? Are there conflicts between speech and music? Are there difficulties in following the image or sound? Are the sound and images synchronized?

RESOURCE/ SERVICE: DIRECTORY OF HUMAN OR COMMUNITY RESOURCES

ADDRESS: Contact: Local County Executive Office

TELEPHONE: ( ) Consult telephone directory. **COST:** $ See below.

SUBJECT AREA: Life Skills/Consumer Education/Profession Resources

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

varies with each county

READABILITY

reading level _____grade

DESCRIPTION:

A Directory of Human or Community Resources is published by each county and updated yearly. The directory is mandated and financed by the state. There is no charge to list services in the directory. Copies are usually provided free to providers of human services. Resources and services listed in the directory include alcohol/drug abuse services; financial assistance; transportation services; adult and child protection and care services; educational and health services; and emergency services.

COMMENTS:

TITLE: DISRUPTIVE YOUTH IN SCHOOL*

AUTHOR: Jordan, J., Sabatino, D., and Sarri, R. (Eds.)

SOURCE: The Council for Exceptional Children
1920 Association Drive
Reston, VA 22091

Order #: By title **Price:** $ **Copyright:** 1980

SUBJECT AREA: Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

focuses on institutional rather than individual reform in dealing with disruptive and disadvantaged students

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 174

READABILITY

reading level _____grade

DESCRIPTION:

This publication is an outgrowth of a two-day conference devoted to the topic, "Education's Responsibility for Disruptive, Alienated, and Incarcerated Youth." Eleven professionals from the fields of education, social work, public policy, and psychology identified critical issues and problems, discussed a variety of alternative solutions. Each chapter deals with a different aspect of how to deal with disruptive behavior in schools and includes a list of references. Topics include education for self reliance, the differential development of adolescent boys and girls, community and school partnership, secondary special education, bilingual-bicultural education, and the family and education.

COMMENTS:

Some chapters are more relevant than others, but the book is nonetheless worth reading.

*Available through VOICE : #06478

TITLE: EXPERIENCE-BASED LEARNING: HOW TO MAKE YOUR COMMUNITY YOUR CLASSROOM

AUTHOR: McClure, Cook and Thompson

SOURCE: Northwest Regional Educational Laboratory
710 S.W. Second Avenue
Portland, OR 97204

Order #: ISBN-0-89354-600-3 **Price:**$ 11.50 **Copyright:** 1977

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 246
charts/graphs
B/W

READABILITY

reading level : professional

DESCRIPTION: This is a teacher's guide to be used in the development of programs and activities which utilize community resources. Topics covered include experience-based learning, structuring experiences, utilization of community resources, development of student projects, locating and involving resource people, and managing education.

COMMENTS: The guide is useful in planning experiences for all students, particularly disadvantaged vocational students. It provides rationale and instruction to develop and implement educational experiences based on community resources. Additional materials are available for students and resource persons.

TITLE: **GRAPH FOR ESTIMATING READABILITY**

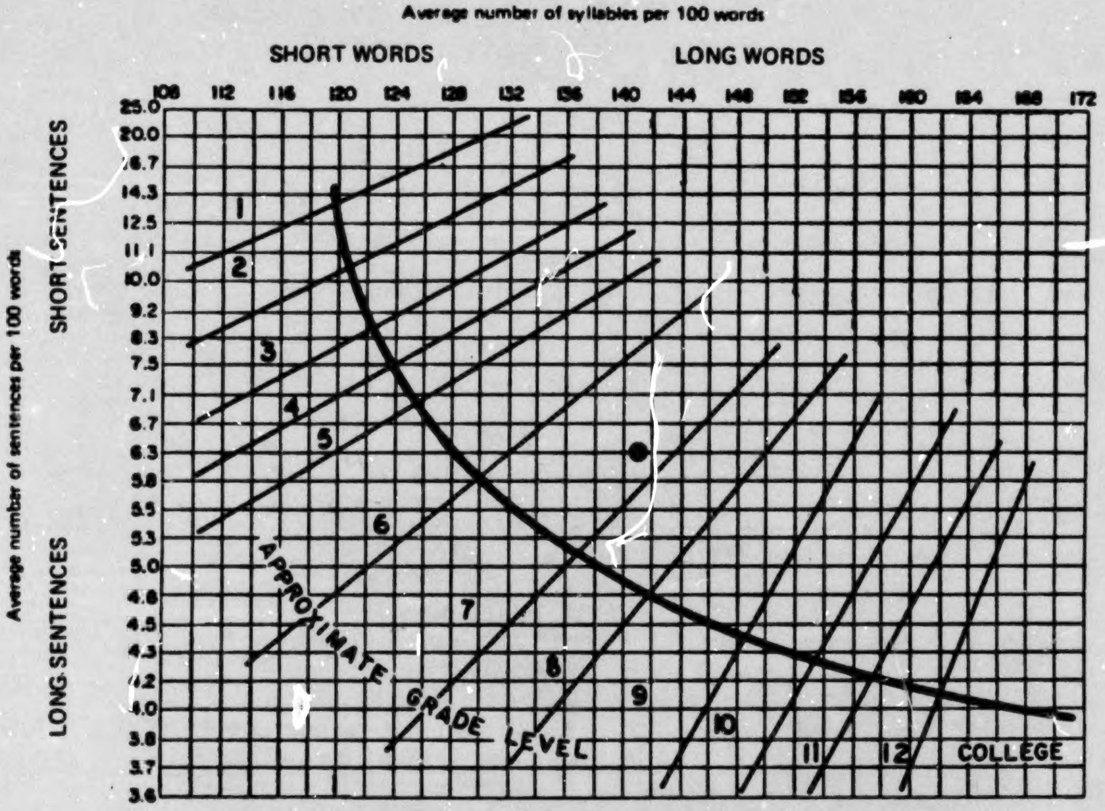
SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS **INTENDED USE**

Use the graph below for determining the readability (difficulty level) of materials you plan to use. Match the reading ability of the student to your independent or instructional reading materials.

GRAPH FOR ESTIMATING READABILITY

by Edward Fry, Rutgers University Reading Center,
New Brunswick, New Jersey



DIRECTIONS: Randomly select 3 one hundred word passages from a book or an article. Plot average number of syllables and average number of sentences per 100 words on graph to determine the grade level of the material. Choose more passages per book if great variability is observed and conclude that the book has uneven readability. Few books will fall in gray area but when they do grade level scores are invalid. When counting words include proper nouns but do not include numerals.

EXAMPLE:

	SYLLABLES	SENTENCES
1st Hundred Words	124	6.6
2nd Hundred Words	141	5.5
3rd Hundred Words	158	6.8
AVERAGE	141	6.3

READABILITY 7th GRADE (see dot plotted on graph)

Reprinted with permission.

RESOURCE/ SERVICE: GUEST SPEAKERS

ADDRESS: College of Osteopathic Medicine of the Pacific
309 Pomona Mall East
Pomona, CA 91766

TELEPHONE: (714) 623-6411

COST: Free

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS
alternative instructional format

INTENDED USE
group instruction

MATERIAL FORMAT/ILLUSTRATIONS
guest speaker

READABILITY
reading level _____grade

DESCRIPTION: The Education Division of the College's Medical Center has a Public Speaker Bureau, consisting of qualified physicians who will speak to your class on one of the following topics:

1) Osteopathic medicine
2) Basic cardio-pulmonary resuscitation (without certification)
3) Beginning signs of cancer
4) Hypertension
5) Obesity
6) Diabetics
7) Smoking
8) Drug Abuse
9) Alcoholism
10) Respiratory disorders
11) Nutrition
12) Well-baby care
13) Contraception and venereal disease
14) Problems of the elderly
15) Stress control

COMMENTS: You may request a topic other than the ones listed above. Speakers will travel a radius of 100 miles from Pomona.

RESOURCE/
SERVICE: GUEST SPEAKERS

ADDRESS: Department of Public Health
County of San Bernardino
Family Health Education Program
351 North Mt. View Avenue
San Bernardino, CA 92415

TELEPHONE: (714) 383-2724 or 383-1596

COST: $ Free

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

reinforces positive personal/social behavior

INTENDED USE

group instruction

MATERIAL FORMAT/ILLUSTRATIONS

guest speakers

READABILITY

reading level _____grade

DESCRIPTION: The Family Health Education Program of San Bernardino County, Department of Public Health, provides guest speakers to community groups on the following topics:

1. Decision Making Skills - Take Charge of Your Life
2. Contraception - Conception by Choice
3. Unintentional Adolescent Pregnancy - A Concern for Everyone
4. Family Planning Services - Resources Available to Assist You
5. Breast Self-Exam - Taking Charge of Your Health
6. Increasing Self-Esteem and Self-Responsibility in Children
7. Meaningful Relations - Choosing Responsibly for Self and Others
8. Parenting - Parent and Child Growing Together
9. Family Communication - How to Talk to Your Child About Sex
10. Sex Roles in the 1980's - The Changing Roles of Men and Women

COMMENTS: This county-wide service is composed of professionally trained health educators whose presentations are designed to provide factual information while exploring related feelings, attitudes, and special interests concerning family health.

TITLE: HANDBOOK FOR THE IDENTIFICATION AND ASSESSMENT OF DISADVANTAGED LEARNERS

AUTHOR: Wircenski, Jerry

SOURCE: Division of Occupational and Vocational Studies
Pennsylvania State University
University Park, PA 16802

Order #: ED 177344 **Price:$** microfiche .91 + .21 postage
paper copy $6.95 + UPS postage **Copyright:** no date

SUBJECT AREA: Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

professional resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound-plastic spine
71 pages

READABILITY

reading level _____grade

DESCRIPTION:

The handbook provides federal guidelines for identification of disadvantaged students, with examples of characteristics or conditions frequently exhibited by such students. A rationale for assessment in four parts: (1) preassessment/identification; (2) formative assessment; (3) summative assessment; and (4) ultimate assessment is described. A time frame for completing the assessment and examples of recommended standardized tests are provided. Sample forms are given for teachers to adopt/adapt to their unique needs, including a learning prescription form to indicate student's learning mode, interaction mode, and additional learning style considerations.

COMMENTS:

A useful tool for instructional decision making.

TITLE: HANDBOOK FOR THE IMPLEMENTATION OF SCHOOL-TO-WORK TRANSITION SKILLS FOR DISADVANTAGED YOUTH

AUTHOR: Wircenski, J., and Passmore, D., Co-Directors

SOURCE: Division of Occupational and Vocational Studies
The Pennsylvania State University
University Park, PA 16802

Order #: ED 200 797 **Price:** $ Microfiche .91 + .21 postage
paper copy $11.90 + $2.23 postage **Copyright:** 1981

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

plastic spine
pages: 160
paper covers

READABILITY

reading level : professional

DESCRIPTION: The Handbook consists of 5 major sections: (1) a listing of school-to-work transition skills for disadvantaged youth; (2) sources of information pertaining to exemplary programs for disadvantaged youth; (3) resource materials applicable to the delivery of the skills; (4) a listing of general information sources; and (5) a bibliography of references used to construct the handbook. An appendix lists the names and addresses of publishers who will provide more detailed information of resources identified in Section III. In many cases the publisher will provide complimentary copies for evaluation.

COMMENTS: This handbook is a valuable resource for vocational educators to assist in the selection of applicable school-to-work transition skills, the procurement of resource materials, the identification of exemplary programs, and the identification of key personnel at state and federal levels and in research or professional organizations.

TITLE: HEALTH CLUSTER FOR SPECIAL NEED YOUNGSTERS IN THE MIDDLE SCHOOL

AUTHOR: Milligan

SOURCE: The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, NJ 08903

Order #: CE-321 **Price:** $ 6.00 **Copyright:**

SUBJECT AREA: Professional Resources/Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

develops world-of-work concept

INTENDED USE

teacher resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 84
B/W

READABILITY

reading level: professional

DESCRIPTION: This teacher's manual contains the essentials for development of a career education program on health occupations. It incorporates a "hands-on" type instructional approach in design which utilizes community resources to stimulate interest. The overall instructional approach is designed to bring interested students into the work-study program when they have reached the appropriate maturity.

COMMENTS: This manual is specifically designed for use with disadvantaged students. Necessary equipment and resources for the "hands-on" approach are listed with each set of objectives and tasks.

TITLE: HELPING EDUCATIONALLY DISADVANTAGED STUDENTS THROUGH VOCATIONAL EDUCATION *

AUTHOR:

SOURCE: New Jersey State Department
of Education
225 West State Street
Trenton, NJ 08625

Order #: By title

Price:$Not available Copyright:

SUBJECT AREA: Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
	teacher resource administrator resource

MATERIAL FORMAT/ILLUSTRATIONS	READABILITY
stapled pages: 7	reading level: professional

DESCRIPTION: Contents of this brochure include:

1. The Problem of the Educationally Disadvantaged
2. The Educationally Disadvantaged Legally Defined
3. Legislation for the Vocational Preparation of the Educationally Disadvantaged.
4. New Jersey's model for the Vocational Preparation of the Educationally Disadvantaged
5. The Unfinished Task
6. Services and Resources from the State Department of Education

COMMENTS: Although much of the information is specific to New Jersey, this resource defines clearly who the educationally disadvantaged are and what needs they have. Helpful to educators who need an introduction to needs of and legislation for the disadvantaged.

*Available through VOICE: #06474

TITLE: I CAN--IDEAS FOR TEACHERS*

AUTHOR:

SOURCE: State Department of Education
and Cultural Services
Educational Building
Augusta, ME 04330

Order #: By title Price:$ Free Copyright:

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
	teacher resource

MATERIAL FORMAT/ILLUSTRATIONS	READABILITY
stapled pages: 77 charts/graphs B/W	reading level: professional

DESCRIPTION: This publication is designed to be an idea booklet for teachers to gain insight into helping disadvantaged students build confidence and prepare for today's work world. It is divided into 12 chapters dealing with management, mathematics, consumer information, etc. Contributions in each chapter have been made by vocational educators from the State of Maine.

COMMENTS: This publication may present some new ideas for teachers of disadvantaged vocational students. It is written in general terms and does not represent the orientation of any specific vocational area.

*Available through VOICE: #06493

TITLE: IT'S WORKING IN MINNESOTA*
A Handbook for Work-Experience-Disadvantaged Programs

AUTHOR:

SOURCE: Minnesota Curriculum Services Center
3554 White Bear Avenue
White Bear Lake, MN 55110

Order #: B602 **Price:$** 2.50 **Copyright:** 1981

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS
modifiable instructional format

INTENDED USE
administrator resource
teacher resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS
plastic binder/folder
pages: 57

READABILITY
reading level: professional

DESCRIPTION: The Handbook provides guidelines for implementing a vocational work-experience-disadvantaged program. The broad topics of discussion include program objectives; public relations; placement of students in training stations; and competencies suggested for instruction in the Employability Skills Seminar.

The Handbook is divided into 2 parts. Part I has guidelines for program development and operation which cover program description; responsibility profiles; program implementation and administrative considerations. Part II deals with the Employability Skills Seminar and covers competency-based instruction; competencies for instruction; approaches to instruction; evaluation and recordkeeping; and instructional references and resources.

COMMENTS: The work-experience-disadvantaged program is designed for students who are 16 years or older. The contents are applicable to potential, newly licensed, and veteran teacher coordinators and school administrators.

*Available through VOICE: #06494

TITLE: MANAGING INAPPROPRIATE BEHAVIORS IN THE CLASSROOM

AUTHOR: Lovitt, T.

SOURCE: The Council for Exceptional Children
1920 Association Drive
Reston, VA 22091

Order #: By title **Price:**$ **Copyright:** 1978

SUBJECT AREA: Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

includes both positive and negative reinforcement techniques
recommends a hierarchical arrangement of reinforcers
suggests ways to evaluate the success of different strategies

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 44
cartoons
B/W

READABILITY

reading level _____grade

DESCRIPTION:

This monograph attempts to help teachers manage disruptive behaviors in the classroom. Although intended for teachers of exceptional children, most of the suggested strategies are generalizable for disadvantaged students, and some pedagogical features listed should be incorporated in all classrooms. There are techniques for whole class management as well as strategies for use with individuals who display inappropriate behaviors. An extensive list of references is included.

COMMENTS: Research from the applied behavior analysis literature is cited in the booklet. The writing style is reflective of the research orientation and tends to be dry.

TITLE: OPENING DOORS*

AUTHOR: Wakefield, J., Ferguson, C., Limon, G.

SOURCE: Ceres Unified School District
P.O. Box 307
Ceres, CA

Order #: By title Price:$ Copyright: 1980

SUBJECT AREA: Professional Resource/Limited English Proficient

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

plastic spine
pages: 105

READABILITY

reading level _____grade

DESCRIPTION:

This handbook was developed to help school personnel assess and meet the vocational needs of limited-English-proficient students. It contains a chapter describing the various state recommended tests for the assessment of language proficiency, with prices and ordering information, plus a list of resource persons throughout the state who are knowledgeable in this area. It critiques tests designed to identify the academic achievement, career interests, and aptitudes of LEP students and discusses the characteristics of the LEP population which relate to enrollment in vocational education classes.

COMMENTS:

Very compact and helpful handbook for teachers of limited-English-proficient students.

*Available through VOICE #P-50-09-503

TITLE: PEDIATRIC ASSISTANT
(A program development guide)
AUTHOR: Keer, Peterson, and Gould

SOURCE: Program in the Health Occupations Education
The University of Iowa
135 Melrose Avenue
Iowa City, IO 52240

Order #: By title **Price:$** 1.50 **Copyright:**

SUBJECT AREA: Professional Resource/Health Occupations

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
administrator resource

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 85

READABILITY

reading level: professional

generous paragraph spacing
large-print format

DESCRIPTION: PEDIATRIC ASSISTANT is designed to assist in the development and implementation of programs which give technical-level preparation to pediatric assistants and pediatric team members. The contents include:

Purpose and use of the guide
Background for program development
The role of the pediatric assistant
Toward a philosophical framework
Some considerations for curriculum development
Potential students and career mobility
Elements of pediatric assistant program
Leadership of administrators in program development

COMMENTS: The guide is thoroughly researched and provides good and useful information for developing a program for training pediatric assistants.

TITLE: PRESCRIBING COMPENSATORY EDUCATION FOR VOCATIONAL TECHNICAL TRAINEES, VOLUMES I and II*

AUTHOR:

SOURCE: Research Coordinating Unit
Commission for Vocational Education
Building 17, Airdustrial Park
Olympia, WA 98504

Order #: Project 75-5110 (125) (108) **Price:$** Not available **Copyright:** 1976 Reprint: 1979

SUBJECT AREA: Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
administrator resource

MATERIAL FORMAT/ILLUSTRATIONS

READABILITY

reading level: professional

DESCRIPTION:

Volume I is the final report on a vocational education project funded by the Commission on Vocational Education of the State of Washington. The goal of the project was "to increase the percentage of students who successfully complete vocational training programs as a result of the development and implementation of pre-entry criterion-referenced skills checks and remedial education programs which are based on such skills checks...."

Volume II is the User's Manual for skills checks. Contents include a review of the methodology involved in constructing a skills check; instructions for administering, scoring, and interpreting skills checks; and specific instructions on skills checks. The appendix consists of answer sheets, skills sheets, and skills profile charts for the following areas: automotive mechanics, cashier-checker, civil engineering technology, data processing, drafting, diesel mechanics, electronics, food preparation and service, keypunch, machine shop, medical secretary, office occupations, and radio and television repair. (Individual skills checks pamphlets for the above areas are included in an attached envelope.)*

*Available through VOICE: #06091

TITLE: PROJECT CORRELATE: Correlating Basic Science Information with Clinical Instruction in Dental Assisting*

AUTHOR: Rappahannock Associates
Amissville, VA 22002

SOURCE: Health Resources Administration
Division of Dentristy, Bureau of Health Manpower
3700 East-West Highway
Hyattsville, MD 20782

Order #: (HRA) 80-6 **Price:$** Free **Copyright:** 1979

SUBJECT AREA: Health Occupation/Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
administrator resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 116

READABILITY

reading level _____professional

DESCRIPTION: A guide developed to link basic science instruction with clinical and technical instruction in the practice of dental assisting. The guide is intended for science instructors, clinical instructors, and program directors who are involved in the education of dental assistants.

The guide presents a method for correlating science information with clinical procedures and uses this method on 56 common dental assisting procedures from 4 competency areas: chairside assisting, chairside support, diagnostic aids, and laboratory procedures. The science information is organized according to 6 areas: anatomy/physiology, dental materials, pathology, radiology, microbiology, and pharmacology.

COMMENTS: Thorough analysis of dental assisting procedures which shows the connection between science instruction and dental assisting practice. Separates "nice to know" information from critical "need to know" science information.

*Available through VOICE: #06485

RESOURCE/
SERVICE: RADIOGRAPHY MANUALS/SERVICE

ADDRESS: Department of General Services
California State Office of Procurement
P.O. Box 1015
North Highlands, CA 95660

TELEPHONE: (916) 445-6695 COST: $ See below.

SUBJECT AREA: Professional Resources .

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
post-secondary level

5

MATERIAL FORMAT/ILLUSTRATIONS

paper covers
3-ring loose leaf
drawings
photographs

READABILITY

reading level: professional

DESCRIPTION: These manuals are used as instruction aids for persons studying to become qualified x-ray technicians. Each manual contains extensive procedural information, with appropriate figures and pictures covering the anatomical areas under investigation. Manuals include:

TITLE	SINGLE-COPY PRICE	TITLE	SINGLE-COPY PRICE
Photofluorographic Chest Radiography	$ 2.70	Genitourinary Radiography	$ 4.85
Chest Radiography	3.45	Gastrointestinal Radiography	4.85
Leg-Podiatric Radiography	6.05	Fundamentals of X-ray Technician Training (Core)	4.30
Extremities Radiography	6.80	Dental Laboratory Radiography	5.85
Musculoskeletal Radiography	11.00	Dermatologic X-ray Therapy	3.30

COMMENTS: In addition to publishing the above manuals, the State Dept. of Health Services will arrange for staff members to make presentations to groups on how the certification process works. Address request to: Irving Goldberg, Supervisor of the Certification Unit, Dept. of Health Services, 714/744 P Street, Sacramento, CA 95814; (916) 322-5096.

TITLE	RESOURCE GUIDE TO COMPETENCY-BASED VOCATIONAL EDUCATION: HEALTH OCCUPATIONS
AUTHOR	Foster, Phillip
SOURCE	Maryland Vocational Curriculum Production Project Western Maryland Vocational Resource Center P.O. Box 5448, McMullen Highway Cresaptown, MD 21502

Order #: By title Price:$3.50 Copyright:1980

SUBJECT AREA Health Occupations/Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

guide not targeted
specifically for disadvantaged students

INTENDED USE

professional resource

MATERIAL FORMAT/ILLUSTRATIONS

READABILITY

reading level _____grade

DESCRIPTION

The guide is divided into three sections. The first includes occupational information taken from the Occupational Outlook Handbook, which can be used for career guidance to students. The second section lists the most current curriculum materials, including films, filmstrips, learning activity packages, books, transparencies, course outlines and guides. This section is arranged by occupation; e.g., registered/licensed practical nurse, dental assistant, medical assistant, and general health occupations. The last section provides a list and description of periodicals related to health occupations and a listing of addresses and phone numbers of health organizations; e.g., National Foundation for Cancer Research.

COMMENTS

Complete look at what is available in the field. Additional publications and services can be obtained by writing to the health organizations listed.

322

TITLE: SAFETY GUIDE FOR HEALTH OCCUPATIONS PROGRAMS*

AUTHOR: Little Company of Mary Hospital
Evergreen Park, Illinois

SOURCE: State of Illinois
Board of Vocational Education & Rehabilitation
Division of Vocational & Technical Education
1035 Outer Park Drive
Springfield, IL 62706

Order #: Bulletin No.50-1074 **Price:$** No charge **Copyright:** 1973

SUBJECT AREA: Health Occupations/Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

promotes world-of-work concept
develops self-worth concept

INTENDED USE

student resource
teacher resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 13
drawings/cartoons
B/W

READABILITY

reading level _____grade

DESCRIPTION: This booklet contains a list of rules for safety under the following sections: General Rules, General Fire Safety, Office-Clerical Safety, Epidemiology Programs, Radiology and Nuclear Medicine Safety, Nursing Safety, Laboratory Safety, Surgery Safety, Dietary Safety, Maintenance Safety, and Housekeeping Safety.

COMMENTS: Excellent short, concise review of safety precautions and rules which all employees should know.

323

*Available through VOICE : #06503

TITLE: SECONDARY READING LAB--ESEA TITLE I*

AUTHOR: Validated for National Dissemination
U.S. Office of Education and the National Institute of Education

SOURCE: Wood County Schools - ESEA Title 1
1210 - 13th Street
Parkersburg, WV 26101

Order #: By title **Price:$** No charge **Copyright:** 1976

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
administrator resource
secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paper folder & flip-up
description of program

READABILITY

reading level: professional

DESCRIPTION: The ESEA Title 1 Reading Improvement Program, Secondary Reading Laboratories, is a program for educationally disadvantaged secondary school students who are one or more years below grade level in reading. The program is diagnostic and prescriptive in design and is staffed with one teacher and one aide.

Cost of initial implementation of lab is $6,000. Ongoing costs include salary for teacher, aide, and minimal charge for equipment, materials, and contract for equipment maintenance.

COMMENTS: Tenth grade students gained an average of 1.8 years while a control group gained 1.3.

*Available through VOICE: #06486

TITLE: SPECIAL NEEDS POPULATIONS: ANNOTATED BIBLIOGRAPHIES ON BILINGUAL, CORRECTIONAL, MIGRANT, AND HANDICAPPED POPULATIONS WITH UNIQUE VOCATIONAL NEEDS

AUTHOR: Magisos, Stakelon

SOURCE: The Center for Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210

Order #: By title Price:$ Copyright:

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE
teacher resource
administrator resource

MATERIAL FORMAT/ILLUSTRATIONS
stapled
pages: 139

READABILITY
reading level:professional

DESCRIPTION: This annotated bibliography is divided into 4 major sections: Bilingual Vocational Education; Correctional Vocational Education, Vocational Education for Migrants, and Vocational Education for the Handicapped. Entries are taken from ERIC documents, AIM/ARM documents, journal articles, and current projects.

COMMENTS: The abstracts provide an easy-to-use guide to professional literature as well as funded projects relating to the areas listed above. An update could be obtained by using the annual indexes of RIE and Resources in Vocational Education.

TITLE: SQ3R OR SURVEY, QUESTION, READ, RECITE, REVIEW

AUTHOR:

SOURCE:

Order #: Price:$ Copyright:

SUBJECT AREA: Study Skills/Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

provides definite study procedure to use while reading.

increases understanding and retention

INTENDED USE

whole class instruction

MATERIAL FORMAT/ILLUSTRATIONS

READABILITY

reading level ____grade

DESCRIPTION:

Step I: Survey - Take about 5 minutes to survey the assignment. Find out what it is about as a whole and how it is organized. Examine the introduction, headings, pictures, and summary. Think about what you already know about the topic.

Step 2: Question - Make up questions that you would like the material to answer. This will help to focus your reading. For example, the heading "Blood Pressure" might lead to questions such as "What is high blood pressure?" or "How do you take a blood pressure reading?"

Step 3: Read - Read only one section at a time to answer the questions you've asked.

Optional Step: Write - If you are taking notes, do it now. Draw a line down the paper about one-third of the way over from the left. Write your questions on the left, and the answers on the right.

Step 4: Recite - Cover the answers on the right (if you have written them down). Now try to answer the questions without looking at any of the material. If you cannot answer the questions, g back and reread.

Step 5: Review - - Review each headed section briefly as you complete it and later to keep from forgetting the material.

TITLE: A SURVIVAL MANUAL: CASE STUDIES AND SUGGESTIONS FOR THE LEARNING-DISABLED TEENAGER
AUTHOR: Weiss, Helen, and Weiss, Martin

SOURCE: Treehouse Associates
Box 568
Great Barrington, MA 01230

Order #: Price:$ 7.95 Copyright: 1974
Second edition: 1976

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

provides a guide for teachers who work with disadvantaged students; offers a variety of methods for diagnosing a problem and specific strategies for remediation

INTENDED USE

teacher resource
parent resource

MATERIAL FORMAT/ILLUSTRATIONS

pages: 154
paperbound

READABILITY

reading level _____grade

DESCRIPTION:

Through the use of various case studies, the authors detail specific learning problems; e.g., poor expressive language, inadequate math skills, and difficulty processing auditory input. They then suggest specific diagnostic tests which can be used to pinpoint the source of the problem and suggest techniques which may help to overcome it. Included are a checklist for secondary school teachers to assess learning disability, a sample of a curriculum modified for children who have difficulty learning using traditional approaches, tips for teaching remedial reading concepts, and a chart which outlines behavioral symptoms, their manifestations at home and school, with remediation techniques and pressure relief valves. Finally there is an appendix with an annotated index of tests and measurements, reading materials, and so forth.

COMMENTS:

Although written about teenagers, the book is not vocationally oriented. Focuses on learning disabled rather than disadvantaged students, but could be helpful due to the overlap between the two groups.

TITLE: SYLLABUS ON DIAGNOSTIC X-RAY PROTECTION FOR CERTIFIED X-RAY SUPERVISORS AND OPERATORS*

SOURCE:
Department of Health Services
Radiological Health Section
Certification
714 P Street
Sacramento, CA 95814

Order: By title Price: $5.00 Copyright: 1981

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

Xerox copy, stapled
pages: 82
drawings
charts/graphs

READABILITY

reading level : professional

DESCRIPTION: This syllabus is intended to be a practical guide to Certified X-ray Supervisors and Operators on selected subjects of diagnostic x-ray radiation protection and regulatory provisions. Chapter topics are as follows:

I. X-ray Utilization
II. Conduct of the Examination
III. Quality Control and Repeat Films
IV. Dose Levels in Diagnostic X-ray Examinations
V. The Biological Effects and Significance of X-ray Exposure
VI. Personnel Radiation Protection
VII. Fluoroscopic Examinations
VIII. Mobile X-ray Equipment
IX. Responsibilities of Certified Supervisor (User)

COMMENTS:

Excellent, current professional resource.

*Available through VOICE : # 06492

TITLE: TEACHER'S GUIDE FOR VOCATIONAL-RELATED TRAINING FOR SPECIAL STUDENTS

AUTHOR: Shipe

SOURCE: Tennessee Division of Vocational-Technical Education
Communications Office
200 Cordell Hull Building
Nashville, TN 37219

Order #: 021-00003R **Price:$** 4.25 **Copyright:** 1972

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
modifiable instructional format	teacher resources secondary level

MATERIAL FORMAT/ILLUSTRATIONS	READABILITY
paperbound pages: 225	reading level: professional

DESCRIPTION: This publication is divided into 4 sections. Section 1, Equipment and Materials, covers common instructional aids such as cassette players and overhead projectors. Section 2 deals with suggested instructional units. The units are developed around common operations, procedures, and forms (e.g., job applications, balanced meals, bank accounts, newspapers, and postal service). Section 3 proposes grading standards, and Section 4 lists references.

COMMENTS: This guide is designed for use with secondary disadvantaged students, handicapped students, or regular vocational students. The suggested units, which include objective, vocabulary, and exercises, could be used in pre-vocational or job-related basic skills programs as is or modified easily to suit individual needs.

TITLE: TECHNIQUES FOR TEACHING DISADVANTAGED YOUTH IN VOCATIONAL EDUCATION

AUTHOR: Bossitt, Letwin

SOURCE: ERIC
Document Reproduction Services
P.O. Box 190
Arlington, VA 22210

Order #: ED 061 453 **Price:** $ 6.58 **Copyright:**

SUBJECT AREA: Professional Services

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

stapled
pages: 106

READABILITY

reading level: professional

DESCRIPTION: A professional resource for vocational educators on problems relating to the education of disadvantaged students. A central theme focuses on the teacher as the major factor in program success. Other aspects discussed include:

1. Identification of the disadvantaged and their needs
2. Motivation
3. Teacher/student relationships
4. Counseling
5. Grouping disadvantaged students
6. Curriculum
7. Teaching methods
8. Program evaluation
9. Available federal resources

COMMENTS: Emphasis is on the role of the educator in the delivery of services to disadvantaged vocational students. The developers have tried to provide answers to frequently asked questions concerning meaningful and realistic vocational education for the disadvantaged.

TITLE: 3 DOZEN PLUS ONE WAYS TO IMPROVE YOUR INDUSTRIAL EDUCATION PROGRAM

AUTHOR: L. A. County Industry

SOURCE: Office of the Los Angeles County Superintendent of Schools
Division of Curriculum and Instructional Services
9300 E. Imperial Highway
Downey, CA 90242 (Attn.: Dr. R. Soltys)
(213) 922-6111

Order #: By title **Price:$** Free **Copyright:** 1979

SUBJECT AREA: Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

information on developing behavior standards, standardizing the daily routine, and adding accountability to your program, all directed toward fewer discipline problems and greater motivation

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 37

READABILITY

reading level _____ Professional ~~grade~~

DESCRIPTION:

This handbook includes ideas on recruitment, finding and using visiting experts, developing an awards program, getting to know your students, organizing student records, developing behavior standards and a management system, planning and holding a project fair, and many, many more. All of the information is generalizable to the health careers programs.

COMMENTS:

The handbook is interesting and fun to read.

RESOURCE/ SERVICE: USOE
ALCOHOL AND DRUG ABUSE EDUCATION PROGRAM'S SCHOOL TEAM APPROACH*

ADDRESS:
Region 8 Training and Development Center
P.O. Box 9997
Mills College Station
Oakland, CA 94613

TELEPHONE: (415) 632-3775

COST: $ See below.

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
administrator resource

MATERIAL FORMAT/ILLUSTRATIONS

pages: 56

READABILITY

reading level: professional

DESCRIPTION: USOE/ADAEP consists of a national network of 5 regional training centers, one of which is located in Oakland, California. The centers, founded in 1972, provide training to teams of individuals representing various school districts. The purpose of a team approach is to enhance and assist school districts in developing programs to reduce substance abuse and other disfunctional behaviors, such as crime and vandalism. Emphasis is on helping teams of people to develop the skills to handle problems themselves. This entails development of a plan of action, on-site implementation of the plan, and follow-up technical assistance.

COMMENTS: Only clusters of four teams per district will be funded. Training is a 10-day residential experience. Region 8, through the auspices of the USOE, funds all training and technical assistance follow-up activities.

*Available through VOICE: # 06482

RESOURCE/ SERVICE: Vocational and Occupational Information Center for Educators (VOICE)

ADDRESS:
721 Capitol Mall
Sacramento, CA 95814

TELEPHONE: (916) 445-0401

COST: $ Free

SUBJECT AREA: Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

information and project reports and studies related to disadvantaged students

INTENDED USE

teacher resource

MATERIAL FORMAT/ILLUSTRATIONS

READABILITY

reading level _____grade

DESCRIPTION:

VOICE is a service sponsored jointly by the Chancellor's Office, California Community Colleges, and the Vocational Education Unit, California State Department of Education, which lends educational resources to California educators. VOICE contains instructional materials, reference materials, textbooks, curriculum guides, learning activity packages (LAPS) transparencies, and reports of studies and projects. VOICE can provide a computerized search for information on Health Occupations Education and Disadvantaged, among other topics.

COMMENTS:

An invaluable resource. Materials are loaned for a three-week period. An order form is included in the Miscellaneous Subject Areas section of this guide.

TITLE: VOCATIONAL CURRICULUM RESOURCES FOR DISADVANTAGED STUDENTS, Vols. I--III*
(A Guide to Print and Non-Print Instructional Materials)

AUTHOR:

SOURCE: Maryland Vocational Curriculum
Research and Development Center
J.M. Patterson Building
University of Maryland
College Park, MD 20742

Order #: **Price:$** **Copyright:** 1979

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

teacher resource
administrator resource
secondary level
post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

paperbound
pages: 544

READABILITY

reading level: professional

DESCRIPTION: The guide consists of 3 volumes in which resources are grouped under specific headings, such as "Basic Math Skills" and "Basic Reading Skills," that pertain to vocational curriculum subject areas for disadvantaged students. Each reference has an instructional checklist which gives a quick summary of useful information, plus a fuller description of content and recommendations on its usability or suitability.

At the end of the guide is a listing of the producers/publishers who were contacted during the search for resources.

COMMENTS: An excellent resource for vocational educators of the disadvantaged. Prices are somewhat out of date. It would be useful to contact publishers for current catalogs and price listings on topics of interest before placing an order.

*Available through VOICE: #01871

TITLE: VOCATIONAL INSTRUCTIONAL MATERIALS FOR HEALTH OCCUPATIONS EDUCATION AVAILABLE FROM FEDERAL AGENCIES

AUTHOR: Northwest Regional Educational Lab

SOURCE:
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

or Eric Document
ED 058 445

Order #: 1780-0838

Price: $ Microfiche $.65
Hard copy $3.29

Copyright: 1971

SUBJECT AREA: Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

professional resource

MATERIAL FORMAT/ILLUSTRATIONS

microfiche (2)
hard copy
pages: 87

READABILITY

reading level _____ grade

DESCRIPTION:

This is an annotated bibliography listing curriculum materials produced by federal agencies for health occupations education. Subject areas include dentistry, medical lab technology, nursing, rehabilitation, radiology, ophthalmology, environmental health, and mental health technology. In addition, there is a section specifically for disadvantaged/handicapped. Entries are arranged by title and include publication date, number of pages, author, relevant instructional areas, and document source. Basic skills material in reading, math, and social studies is included in the disadvantaged section, as well as some material for LEP students.

COMMENTS:

If your library has an ERIC documents section, it would be worthwhile to look at the microfiche copy of this material. However, since it was published several years ago, many of the references are dated.

TITLE: WHAT VOCATIONAL EDUCATION TEACHERS AND COUNSELORS SHOULD KNOW ABOUT URBAN DISADVANTAGED YOUTH

AUTHOR: Peck

SOURCE: ERIC
Document Reproduction Service
P.O. Box 190
Arlington, VA 22210

Order #: ED 059 351 **Price:**$ 3.29 **Copyright:**

SUBJECT AREA: Professional Resources

FEATURES FOR DISADVANTAGED STUDENTS

INTENDED USE

- teacher resource
- administrator resource
- secondary level
- post-secondary level

MATERIAL FORMAT/ILLUSTRATIONS

- stapled
- pages: 47
- charts/graphs
- B/W

READABILITY

reading level: professional

DESCRIPTION: This resource is designed to assist teachers and counselors interested in reviewing key concepts relative to working with disadvantaged youth in urban areas. Major sections include: Characteristics of Urban Disadvantaged Youth and Their Environment, Guidance and Counseling, Curriculum Design and Content, Teaching Techniques, Teacher Characteristics, and Placement of Students.

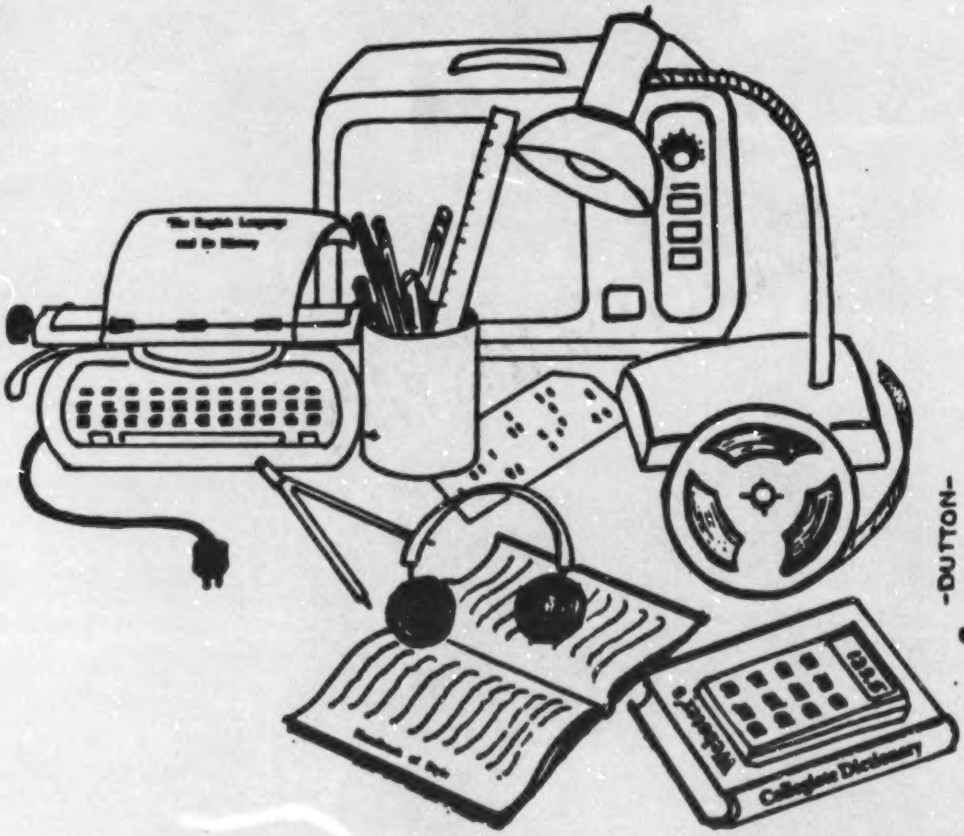
COMMENTS: A good resource for educators, administrators, and couselors of the urban disadvantaged. Selections concerning curriculum content, teaching methods, and placement should be useful in program development or modification.

IX

Study Skills

Study Skills Study Skills

Study Skills


-DUTTON-
Webster's
Collegiate Dictionary

Study Skills

Study Skills Study Skills

TITLE: How to Plan Your Time Effectively

SUBJECT AREA: Study Skills

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
promotes development of time-management skills	whole class or individual instruction

DESCRIPTION:

Step 1: Plan the Semester.

- A. Get a calendar and keep it where you can refer to it daily.
- B. Find out the requirements for each course you are taking. Record the due dates on your calendar.
- C. Break down all large assignments into small tasks.
- D. Record due dates for each small task.
- E. Reward yourself for completing a task on or before the due date.

Step 2: Plan the Week.

- A. Figure out what time of day you do your best work. This is called your prime time.
- B. Schedule studying for your hardest courses during your prime time.
- C. Set aside large chunks of time to work on semester assignments.
- D. Utilize small periods of time to review your notes before or after class.

Important: If you keep up with your work every day, you can avoid a major crisis at the end of every semester.

TITLE: How to Take a Multiple-Choice Test

SUBJECT AREA: Study Skills

FEATURES FOR DISADVANTAGED STUDENTS

"helps students become test-wise" and to get higher grades

INTENDED USE

whole class or individual instruction

DESCRIPTION:

1. Be sure that you understand the test directions. If anything is not clear, ASK!
2. Budget your time. When the test is half over you should have completed half of the questions.
3. If you don't know an answer, go on to the next question. Remember, you are graded on the number of correct answers you have selected. Answer as many questions as you can, then go back and spend more time on the difficult questions.
4. As you read each question, look up from the test and think of the answer. Then look down and find your answer on the test. If it's there, mark it.
5. Try to use information presented in one part of the test to help you answer other questions.
6. Try to eliminate some of the choices if you are not sure of the correct answer.
    a. Choices with "always" or "never" are frequently incorrect. Few facts are that clear-cut.
    b. If two choices are essentially the same, you can probably eliminate them both.
    c. Choices with grammatical structure that is different from the grammatical structure of the question are usually incorrect.
    d. Unfamiliar technical terms are often used as distractors. Choices which include such terms can often be eliminated.
    e. If one of the choices is "all of the above," try to eliminate that response by proving one of the answers wrong. This eliminates two possibilities. Pick the best answer from the remaining choices.

TITLE: How to Take Notes in Class

SUBJECT AREA: Study Skills

FEATURES FOR DISADVANTAGED STUDENTS	**INTENDED USE**
simplifies the note taking process	individualized or whole class instruction

DESCRIPTION: These are procedures for students to follow to improve the quality and usefulness of the notes they take in class.

1. Use only one side of loose-leaf notebook paper.
2. Draw a margin three inches from the left.
3. Use the right hand side of the page for your notes.
4. Skip lines when there is a change of ideas. The greater the change, the more lines to be skipped.
5. Use numbers or letters to indicate sub-ideas under the major heading.
6. Write only the important points. Don't try to get every word written down.
7. Write everything in your own words. Your notes will be meaningful to you only if you can understand them.
8. Use only those abbreviations that you will be able to figure out later.
9. Listen carefully to the lecture.
10. After the lecture reread your notes. Place labels on the left-hand side of the page to identify the topic of the notes on the right.

TITLE: Study-Habits Inventory

SUBJECT AREA: Study Skills

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
helps diagnose areas of weakness in study habits	survey form to be filled out by each student

DESCRIPTION: This survey will help students think about effective ways to study.

Study-Habits Inventory

Directions: Answer each question with a yes or no. Answers in the no column indicate areas which need to be improved.

	Yes	No
1. Do you have a regular study time?		
2. Do you schedule your time so it covers all your courses?		
3. Is your study area away from distractions and interruptions?		
4. Do you get right down to work?		
5. Can you concentrate for at least 20 minutes at a time?		
6. Do you review daily for each class?		
7. Can you anticipate important topics that are likely to be covered on an exam?		
8. Do you mentally prepare answers to essay questions in advance?		
9. Do you look up and learn new words?		
10. Do you use the SQ3R method?		

TITLE: SQ3R or Survey, Question, Read, Recite, Review

AUTHOR:

SOURCE:

Order #: Price:$ Copyright:

SUBJECT AREA: Study Skills/Professional Resource

FEATURES FOR DISADVANTAGED STUDENTS

provides definite study procedure to use while reading

increases understanding and retention

INTENDED USE

whole class instruction

MATERIAL FORMAT/ILLUSTRATIONS

READABILITY

reading level _____grade

DESCRIPTION:

Step I: Survey - Take about 5 minutes to survey the assignment. Find out what it is about as a whole and how it is organized. Examine the introduction, headings, pictures and summary. Think about what you already know about the topic.

Step 2: Question - Make up questions that you would like the material to answer. This will help to focus your reading. For example, the heading "Blood Pressure" might lead to questions such as "What is high blood pressure?" or "How do you take a blood pressure reading?"

Step 3: Read - Read only one section at a time to answer the questions you've asked.

Optional Step: Write - If you are taking notes, do it now. Draw a line down the paper about one-third of the way over from the left. Write your questions on the left, and the answers on the right.

Step 4: Recite - Cover the answers on the right (if you have written them down). Now try to answer the questions without looking at any of the material. If you cannot answer the questions, go back and reread.

Step 5: Review - Review each section briefly as you complete it and later to keep from forgetting the material.

TITLE: Time-Management Inventory

SUBJECT AREA: Study Skills

FEATURES FOR DISADVANTAGED STUDENTS	INTENDED USE
helps diagnose areas of weakness in time management	survey form to be filled out by each student

DESCRIPTION: This survey will help students think about effective use of time.

Time-Management Inventory

Directions:

Answer each question with a yes or no. Answers in the no column indicate areas which need to be improved.

	YES	NO
1. Do you set daily priorities of how you will utilize your time?		
2. Do you stick with the priorities you have set?		
3. Do you know when your best working time is?		
4. Do you use your best working time to accomplish your daily job?		
5. Do you think a job through before beginning?		
6. Do you keep a semester calendar?		
7. Do you keep a weekly schedule?		
8. Do you write down the most important tasks you wish to accomplish each day?		
9. Do you avoid personal conversations while you are working?		
10. Do you keep socializing to a minimum between tasks?		
11. Do you complete jobs before stopping?		

XII

Appendix

Appendix A-List of Publishers

Appendix B-Resource Personnel

APPENDIX A

LIST OF PUBLISHERS

The following list of publishers, distributors, and agencies have publications, resources, or services reviewed in this guide.

American Association of Medical Assistants (AAMA)
One East Wacker Drive, Suite 2110
Chicago, Illinois 60601

American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

American Red Cross
San Francisco Division Headquarters
Golden Gate Chapter
1550 Sutter Street
San Francisco, California 94109
(Local chapters listed in phone book

Amsco School Publications, Inc.
315 Hudson Street
New York, New York 10013

California State Department of General Services
Office of Procurement, Publications Section
P.O. Box 1015
North Highlands, California 95660

California Student Aid Commission
1410 Fifth Street
Sacramento, California 95814

Capital Area Career Center
Instructional Materials Services Dissemination
611 Hagadorn Road
Mason, Michigan 48854

Center for Educational Improvement
Northern Center
5A County Center Drive
Oroville, California 95965
(916) 534-4208; (916) 534-4244
Central Center
100 Skyport Drive
San Jose, California 95115
(408) 947-6500
Southern Center
9300 East Imperial Highway
Downey, California 90242
(213) 922-6170

Center for Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

Ceres Unified School District
P.O. Box 307
Ceres, California 95307

College of Osteopathic Medicine of the Pacific
309 Pomona Mall East
Pomona, California 91766

Commission on Status of Women
926 J Street, Room 1506
Sacramento, California 95814

The Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

CUES
Hollywood High School, Room 40
1521 N. Highland Avenue
Hollywood, California 90028

Curriculum for Meeting Modern Problems
Lakewood Board of Education
1470 Warren Road
Lakewood, Ohio 44107

Delmar Publishers Co.
7625 Empire Drive
Florence, Kentucky 41042

Department of Health Services
Radiologic Health Section, Certification
714 P Street
Sacramento, California 95814

Department of Public Health
County of San Bernardino
Family Health Education Program
351 North Mt. View Avenue
San Bernardino, California 92415

The Distributive Education Materials Lab
1885 Neil Avenue
115 Townsend Hall
Columbus, Ohio 43210

Division of Occupational and Vocational Studies
The Pennsylvania State University
University Park, Pennsylvania 16802

DRP Services
The College Board
888 Seventh Avenue
New York, New York 10106

Educational Design, Inc.
47 West 13th Street
New York, New York 10014

ERIC Document Reproduction Service
P.O. Box 190
Arlington, Virginia 22210

Esp, Inc.
1201 East Johnson
Box 5037
Jonesboro, Arkansas 72401

Fearon Publisher, Inc.
6 Davis Drive
Belmont, California 94002

Film Library
State Department of Health Services
744 P Street
Sacramento, California 95814

Follett Publishing Company
1010 W. Washington Blvd.
Chicago, Illinois 60607

Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, New York 13135

Globe Book Company, Inc.
50 West 23rd Street
New York, New York 10010

Gregg/McGraw-Hill
8171 Redwood Highway
Novato, California 94947

Guidance Associates
Communications Park, Box 3000
Mount Kisco, New York 10549
Toll Free (800) 431-1242

Hampden Publications, Inc.
Box 4873
Baltimore, Maryland 21211

Handicapped Learner Materials Distributi
Center
Indiana University
Audio-Visual Center
Bloomington, Indiana 47405

Health Resources Administration
Division of Dentistry, Bureau of Health Manpower
3700 East-West Highway
Hyattsville, Maryland 20782

Hobar Publications
1234 Tiller Lane
St. Paul, Minnesota 55112

Ideal Publications
11000 South Lavergne Avenue
Oak Lawn, Illinois 60453

Instructional Materials Center
Continuing Education
The University of Texas
Austin, Texas 78712

Instructional Materials Laboratory
10 Industrial Education Building
University of Missouri - Columbia
Columbia, Missouri 65211

Interpretive Education, Inc.
2306 Winters Drive
Kalamazoo, Michigan 49002

J. Weston Walch, Publisher
Box 658
Portland, Maine 04104

Janus Book Publishers
2501 Industrial Parkway West
Hayward, California 94545

Local Environmental Health Programs Sect
Department of Health Services
714 P Street, Room 692
Sacramento, California 95814

Maryland Vocational Curriculum
Research and Development Center
J. M. Patterson Building
University of Maryland
College Park, Maryland 20742

The Maryland Vocational Curriculum
Production Project
Western Maryland Vocational Resource Center
P.O. Box 5448 McMullen Highway
Cresaptown, Maryland 21502

McCormick-Mathers Publishing Company
7625 Empire Drive
Florence, Kentucky 41042

McGraw-Hill
8171 Redwood Highway
Novato, California 94947

McKnight Publishing Co.
P.O. Box 2854
Bloomington, Illinois 61701

Media Materials, Inc.
2936 Remington Avenue
Baltimore, Maryland 21211

Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

Modern Talking Pictures Service
149 New Montgomery Street
San Francisco, California 94105

Motivation Development, Inc.
P.O. Box 427
Bishop, California 93414

National Center for Research in Vocational
Education
1960 Kenny Road
Columbus, Ohio 43210

National Clearinghouse for Alcohol
Information
P.O. Box 2345
Rockville, Maryland 20852

National Council of Teachers of
Mathematics (NCTM)
1906 Association Drive
Reston, Virginia 22091

National Health Council, Inc.
70 W. 40th Street
New York, New York 10018

National Student Nurses' Association (NSNA)
10 Columbus Circle
New York, New York 10019

National Teaching Aids, Inc.
120 Fulton Avenue
Garden City Park, New York 11040

New Jersey State Department of Education
225 West State Street
Trenton, New Jersey 08625

The New Jersey Vocational-Technical
Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

New Readers Press
Department 33
Box 131
Syracuse, New York 13210

Northwest Regional Educational Laboratory
710 S. W. Second Avenue
Portland, Oregon 97204

Office of the Los Angeles County
Superintendent of Schools
Division of Curriculum and Instructional
Services
9300 E. Imperial Highway
Downey, California 90242

Pennsylvania State University
Division of Occupational and Vocational
Studies
119 Rackley Building
University Park, Pennsylvania 16802

Prentice-Hall
P.O. Box 10406
Newark, New Jersey 07101

Program in the Health Occupations
Education
The University of Iowa
135 Melrose Avenue
Iowa City, Iowa 52240

Public Health Service
Health Resources Administration
Office of Communication
3700 East-West Highway
Hyattsville, Maryland 20782

Reader's Digest Services, Inc.
Educational Division
Pleasantville, New York 10570

Regents Publishing Company, Inc.
2 Park Avenue
New York, New York 10016

Region 8 Training and Development Center
P.O. Box 9997
Mills College Station
Oakland, California 94613

Robert J. Brady Co.
Educational Publishers
Route 197
Bowie, Maryland 20715

Sadlier-Oxford
A Division of William H. Sadlier, Inc.
11 Park Place
New York, New York 10007

Scholastic Book Services
Far West Region
5675 Sunol Blvd.
Pleasanton, California 94566

Scott, Foresman and Company
1900 East Lake Avenue
Glenview, Illinois 60025

Sears, Roebuck and Company
Consumer Information Services
Department 703
Sears Tower
Chicago, Illinois 60684

Society for Visual Education, Inc.
1345 Diversey Parkway
Chicago, Illinois 60614

State Department of Education and Cultural Services
Education Building
Augusta, Maine 04330

State Department of Vocational and Technical Education
Curriculum and Instructional Materials Center
1515 West Sixth Avenue
Stillwater, Oklahoma 74074

State of California
Commission on the Status of Women
926 J Street, Room 1506
Sacramento, California 95814

State of California
Department of Health
714 P Street
Sacramento, California 95814

State of California
Employment Development Department
Employment Data & Research MIC 57
800 Capitol Mall
Sacramento, California 95814

State of California
Employment Development Department
Employment Data Research
Occupational Analysis Field Center
1525 S. Broadway, Room 233
Los Angeles, California 90014

State of Illinois
Board of Vocational Education and Rehabilitation
Division of Vocational and Technical Education
1035 Outer Park Drive
Springfield, Illinois 62706

Steck-Vaughn Company
Box 2028
Austin, Texas 78768

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

Tape Duplication Center
Clearinghouse Depository for Handicapped Students
721 Capitol Mall
Sacramento, California 95814

Technical Skills Language Center
Language Arts Division
College of San Mateo
San Mateo, California 94402

Tennessee Division of Vocational-Technical Education
Communications Office
200 Cordell Hull Building
Nashville, Tennessee 37219

Treehouse Associates
Box 568
Great Barrington, Massachusetts 01230

Vocational Education Department
Sacramento City Unified School District
1619 N Street
Sacramento, California 95814

Walla Walla Community College
500 Tansick Way
Walla Walla, WA 99362

Wood County Schools - E.S.E.A. Title I
1210 13th Street
Parkersburg, West Virginia 26101

Xerox Education Publications
P.O. Box 2639
Columbus, Ohio 43216

Youth Services, Inc.
106 N. Oneida Street
Appleton, Wisconsin 54911

APPENDIX B

RESOURCE PERSONNEL

STATE DEPARTMENT OF EDUCATION
VOCATIONAL EDUCATION DIVISION
721 CAPITOL MALL
SACRAMENTO, CALIFORNIA 95814

William J. Callahan
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(916) 445-6397

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